



Managing Projects Without

Losing Sleep

Wendy Cain, Lion.Wendy@att.net



What is a Project?

- A time-limited undertaking to deliver a unique product, service, or outcome.
- Projects do not include ongoing operations.

Benefits of Managing Lions Projects:

- Generally short duration – 1 year or less
- Repeating projects
 - Learn from prior experiences, and learn from others who executed similar projects
- Broad range of success criteria (outcomes)
 - e.g. number served, funds raised, visibility, partnership, fellowship, member involvement, etc.

5 Phases of Project Management

1. Initiating
 - a. Define purpose and objectives
 - b. Identify key stakeholders and participants
 - c. Identify project chairperson and/or committee
2. Planning – Create a detailed plan
 - a. Tasks with timelines and dependencies
 - b. Resources - people, budget, equipment, information, contacts, etc.
 - c. Identify potential risks and strategy to manage
3. Executing
 - a. Implement the project plan
 - b. Team members complete assigned tasks
4. Monitoring & Controlling
 - a. Monitor project progress regularly
 - b. Identify deviations to the plan or bottlenecks to progress
 - c. Take corrective actions to keep the project on track
 - d. Communicate with stakeholders - provide updates
5. Closing
 - a. Complete project deliverables
 - b. Conduct a final project review to evaluate outcomes and identify lessons learned
 - c. Document project information for future reference
 - d. Celebrate! Share with media

Lions International Resources – Service Project Planners

- **Diabetes Planners**
 - Strides for Diabetes
 - Half-Day Diabetes Family Event
 - Diabetes Support Group
 - Healthy Eating for Gestational Diabetes
 - Healthy Living for Type 2 Diabetes
 - Recreational Facility Improvement Event
 - Type 2 Diabetes Risk Awareness Event
 - Type 2 Diabetes Screening
 - **Vision Planners**
 - Family Fitness Walk and Social Gathering
 - Vision Screening for Adults
 - Vision Screening for Children
 - Vision Support Group
 - **Hunger Planners**
 - Children's Nutrition Breakfast
 - Direct food Service
 - Food Collection Initiative
 - **Environment Planners**
 - Tree Planting
 - School Tree Planting
 - Young Tree Care
 - **Childhood Cancer Planners**
 - Childhood Cancer Support Group
 - Survivor Network Event
 - Half-Day Family Camp
- More in development!**