Project Plan Timetable and Checklist

Tasks to be accomplished *(Indicate date task was accomplished)*	Mentee#1 Phase #	Mentee#2 Phase #	Mentee#3 Phase #	Mentee#4 Phase #
Phase I: At the **first meeting orientation** per the Action Strategy Outline.				
Phase I: By the **second meeting tasks** per the Action Strategy Outline.				
Phase I: By the mentees **third speech** per the Action Strategy Outline				
Phase II: Per the Action Strategy Outline.				
Phase III: Per the Action Strategy Outline.				
All Phases: Discuss with your mentee their specific goals and have them commit to set aside time each week to work on them. Get this in writing.				
All Phases: Complete the "contract" with your mentee that outlines your mutual commitment to a plan of action				
All Phases: Conduct the personal evaluation (found in the C&L manual after project 5) with new members when they join and after they complete projects 5 and 10.				
All Phases: Develop an ongoing "progress log" of areas of improvement and evaluation from project to project to help both of you recognize progress.				
All Phases: Use the information from the self evaluation and progress log to acknowledge mentees progress periodically.				
All Phases: With the VP Education present #6 certificates, CC and CL Awards, etc., and say a few words about your mentees progress.				

Mentee Name/ Phase #	Project #	Topic/ Organization help	Face to face rehearsal	Club Presentation Date