

Agenda and Notes: Roadrunner District Roundtable

Meeting purpose To provide leaders with program ideas; information on policy and events; and training opportunities through a forum for sharing experiences and enjoying fun and fellowship with other Scout leaders.

Meeting date, time, and place Date: Thursday, January 3, 2019
 Time: 7:30 pm to 9:00 pm
 Place: The Church of Jesus Christ of Latter Day Saints
 4401 NE Loop 820, North Richland Hills, TX 76180
 (817) 284-0559

Pre-Opening The table below identifies the activities, responsible leaders, and allotted time.

Begin	Time Allotted	Activity	Person Responsible
6:00 pm	30 minutes	Setup: May include setup details such as: <ul style="list-style-type: none"> • Unlocking and locking up facility • Setting up tables and chairs Secure American flag	Tom Rogers Dave Thilges
6:30 pm	30 minutes	Commissioners Meeting	Robert Spence
7:00 pm	30 minutes	• Registration/Sign-In	Dave Thilges

General Session This is the main part of the Roundtable in which all levels of the scouting program participate.

Time	Time Allotted	Activity	Person Responsible
7:30 pm	1 minute	Welcome and Introduction	Dave
7:31 pm	3 minute	Opening Ceremony	OA
7:34 pm	1 minute	Opening Prayer	TBD
7:35 pm	10 minutes	Announcements	Dave
7:45 pm	10 minutes	Big Rock Topic (If Time Allows) James E West Fellowship Award	Dave
7:55 pm	5 minutes	Travel to Breakout Sessions/Training	All

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Agenda and Notes: Roadrunner District Roundtable, Continued

Cub Scout Pack Leader Session This is the time that activities are directed to the specific scouting programs.

Time	Time Allotted	Activity	Person Responsible
8:00 pm	45 minutes	Pinewood Derby	RTC
8:45 pm	5 minutes	Q&A	RTC
8:50 pm	1 minute	Closing/Commissioner's Minute	RTC
8:51 pm	9 minutes	After the meeting fellowship and/or cleanup	All
9:00 pm		End meeting	

Boy Scout Troop Session This is the time that activities are directed to the specific scouting programs.

Time	Time Allotted	Activity	Person Responsible
8:00 pm	10 minutes	Ceremony/Skit/Song/Game Poetic Opening 1	RTC
8:10 pm	5 minutes	Tips for Meetings: Maker Meeting	RTC
8:15 pm	10 minutes	Interest Topic: Ceremonies	RTC
8:25 pm	20 minutes	Program Feature: Project Planning	RTC
8:45 pm	5 minutes	Q&A	All
8:50 pm	3 minutes	Closing/Commissioner's Minute: "Achieving a Goal"	RTC
8:53 pm		End meeting	

Boy Scout Breakout Meeting

Skit/Song/
Ceremony
5 min

This part of the program helps provide ideas for skits, songs, or ceremonies that can be used during troop meetings or outdoor activities like campouts or hikes.

Poetic Opening 1

The following lines are recited by a junior or adult leader, with clarity and solemnity, as the fire is being lit:

*In this green and leafy campground,
Scouts together in the wood,
We circle round to tell our stories,
Scouting for the greater good.
Here we're thankful for Your bounty,
For our friends who gather near,
Help us now to light this fire,
Help us now to kindle cheer.*

Tips for Troop
Meetings
5 min

Maker Meetings

From a Evergreenindustries.com:

Incentivize

Before your next meeting, tell the scouts that you have some business to cover and they really need to pay attention. Tell them if you can tell they've listened, they'll get a "maker meeting" the next week. That simply means the entire meeting can be devoted to a project – one that will basically give the scouts a new tool! A maker meeting can entail,

- "[Paracord bracelets](#) or [neckerchief slides](#).
 - [Fire starters](#)
 - [Kites](#)
 - [Pioneering projects](#)
 - [Hiking Sticks](#)
 - "First aid/survival kits." – Incentive ideas from [Scoutmaster CG](#)
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Boy Scout Breakout Meeting, Continued

Boy Scout
Interest Topic
10 min

Ceremonies
See Handout

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Boy Scout Breakout Meeting, Continued

Program
Feature: Project
Planning

The material for this section of the program is available at <http://troopleader.org/program-feature-project-planning/>. Share this with the attendees.

We all have stuff to do, whether that means a job, a task, or something that just has to get done. When that something involves multiple steps, multiple people, or both, it can probably be classified as a project. In simplest terms, a project is a temporary endeavor that creates or produces a unique product, service, or result and has a definite beginning and end. Doesn't that sound like just about everything we do in Scouting? Planning a campout, holding a fundraiser, or completing an Eagle Scout service project—these are all tasks that require project management skills.

This module will introduce your unit to the stages of team-based project planning. It will also give you some tips for completing a project without letting things spin out of control. You will learn that projects are almost living, breathing creatures that need to be fed and nurtured lest they wither away. The secret to success, of course, is to plan your work and then to work your plan. The more time you spend in preparation, the easier the project will be.

Related Advancement

- Service requirements for Boy Scout advancement
- Personal Finance and Family Life merit badges. Merit badges that require projects, including Backpacking, Bird Study, Camping, Emergency Preparedness, Fish and Wildlife Management, Mammal Study, Soil and Water Conservation, and Woodwork
- Eagle Scout service project requirement

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Boy Scout Breakout Meeting, Continued

Program
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(continued)

What Is Project Management?

Project management is an approach to ensure that all required project work undertaken to create a product, service, or result is planned and completed to meet the time, cost, and quality specifications. This includes:

- Determining strategies to ensure everyone’s expectations are met and all the needed people and other resources—such as supplies, equipment, and facilities—are identified, planned for, and acquired
- Defining high-quality project standards
- Identifying potential risks and then determining effective ways to manage those risks
- Procuring products and services according to the organization’s procedures
- Communicating the project’s progress to the people and organizations involved on a regular basis

Five Stages of Team-Based Project Planning

Most of what we do in Scouting can be considered team-based projects of a small to moderate size. A five-stage approach has been shown to be particularly effective for such projects. These stages include:

1. Prepare a project overview that summarizes the specific goals and objectives of the project.
2. Develop a work breakdown structure that identifies the tasks to be completed and the order in which they should be done. (This leads to the writing of a detailed project plan.)
3. Assign responsibilities for specific activities or tasks to each project team member.
4. Put the plan into action and track its progress.
5. Prepare a closeout report that compares the original goals and objectives to the final outcome.

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Boy Scout Breakout Meeting, Continued

Program
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(continued)

Project Manager

- A project manager is the person responsible for ensuring a project achieves its goals and objectives. This position is normally assigned by someone within the organization. That someone could be the CEO, the project sponsor, or a group of peers. Depending on the project, the project team itself may choose its project manager.
- On a Scouting project, the project manager might be the senior patrol leader, or the Scout organizing the project to meet the requirements for Eagle.

Stakeholder

- Project stakeholders are the people (or organizations) who are involved or have an interest, either positive or negative, in the project and project outcome. Project stakeholders may include customers, clients, suppliers, vendors, and those who actively contribute.
- On a Scouting project, stakeholders could include the organization that is the recipient of a service project, as well as all those involved in carrying out the project.

Project Sponsor

- A project sponsor is the person who provides financial and other needed resources for the project; he or she is also responsible for providing the management oversight. The project sponsor is available to support the project manager and is responsible for signing off on the project's outcome. This individual is a stakeholder and can be internal or external to the organization.
- On a Scouting project, the sponsor might be the unit committee chair, the head of the chartered organization, or the head of the organization benefiting from the project.

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Boy Scout Breakout Meeting, Continued

Program
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Team Member

- Project team members are the people who work on the project and contribute to its success. The project manager and project sponsor define the team member roles and responsibilities. A team member may be employed by the organization responsible for the project or could be a third party expert, vendor, supplier, contractor, or volunteer.
- On a Scouting project, team members are the Scouts and adult volunteers who will work on the project.

***Beware of the Activity Trap.** One of the common mistakes a group makes is falling into the “activity trap.” This occurs when the team jumps into action and assumes that it can figure out what it needs to do after the first task. Doing so often wastes time and resources, to say nothing of the frustration and disappointment team members feel.*

SMART Goals

A good goal can be measured by the following criteria:

S—Specific: Is it specific in targeting an objective?

M—Measurable: What are the measurable indicators of progress or success?

A—Attainable: Is it attainable by someone on the team?

R—Relevant: Does the goal support the unit’s project and overall vision? Is it an appropriate goal within the current context of the unit?

T—Time-based: When will the project be completed?

Project Closeout

When the project is complete, there are still two important things to do. One is to recognize your team members. Remember, celebration is an important part of a high-performance team. The second is to make a postmortem report. This evaluation should be written, and it should include an analysis of several questions:

- Were the goals and objectives met?
- Was the project completed on time?
- How might we make things run better next time? This written report will enable you or your successor to reflect on what happened and to consider ways to avoid in the future some of the pitfalls you may have encountered.

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Boy Scout Breakout Meeting, Continued

Program
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PREOPENING IDEAS

- Project Closeout
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GROUP INSTRUCTION IDEAS

Project Overview—Goals and Objectives

- Introduce the five steps of program planning.
- Explain the project overview and how it summarizes the goals and objectives of the project. Define SMART goals. Identify how projects involve stakeholders, team members, project sponsors, and a project manager. Explain how objectives are steps to accomplish the goal.

Safety, Work Breakdown, Structure, and Responsibilities

- Explain what “measure of success” means.
- Discuss assumptions and risk.
- Brainstorm safety concerns for the upcoming project.
- Explain how objectives are broken down into accomplishable tasks.
- Introduce the Unit Money-Earning Application, the Eagle Scout Service Project Fundraising Application.

The Activity Trap and Putting the Plan into Action

- Explain the activity trap and how a project might go beyond its scope.
- Discuss how to track progress and make adjustments to the plan as necessary.

Implementation and the Closeout Report

- Explain the purpose and importance of a closeout report, which should cover what went well, what didn't go well, and what can be done differently in the future.

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Boy Scout Breakout Meeting, Continued

Program
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SKILLS INSTRUCTION IDEAS [The following presents just one of the four categories of skills instruction ideas. See the web site for a complete listing]

Project Overview—Goals and Objectives

-  **NOTE:** This module uses a variation on a rain gutter regatta to practice planning skills. Remember that the real goal is learning the process. The actual race is mostly for fun.
 - Discuss the upcoming regatta race.
 - Plan individual boat designs made from recycled materials using the standard sailboat design.
 - Brainstorm designs, develop a project overview, and write SMART goals for a recycle regatta.
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-  In addition to making a sailboat from recycled material, brainstorm additional propulsion assists such as prop or jet power.
 - Brainstorm designs, develop a project overview, and write SMART goals for a recycle regatta with extra propulsion.
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-  Expand the possibilities by brainstorming and planning an expanded race course that might involve multiple rain gutters, pumps, and waterfalls.
 - Brainstorm designs, develop a project overview, and write SMART goals for a recycle regatta with an enhanced course.
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Boy Scout Breakout Meeting, Continued

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BREAKOUT GROUP IDEAS

Getting Ready for the Main Event

- Menu Planning (if applicable)
- Duty Roster Planning (if applicable)
- Patrols discuss what special items they will need for the main event.

Preparation for the meeting's game or challenge

GAME AND CHALLENGE IDEAS

Pasta Jelly Bean Tower

- *Materials:* Dry spaghetti noodles and jelly beans for each team
- *Method:* Each team's task is to build a tower using pasta noodles and jelly beans. In fact, the only direction the teams are given is: "Build a tower out of jelly beans and pasta." Each team is given 10 minutes to complete the project as far as they can. They are then asked the following questions:
 1. What was the main goal of your design?
 2. Was it a SMART goal?
 3. Did you plan what you were going to do, or did you just start building?
 4. Would it have helped to have had more specific directions regarding height, structure, or design?
- *Scoring:* Discuss the process by which the towers were built. Have the groups vote on which tower was best.
- Notes: After the activity, remind the Scouts that the process is what is important. The point of the challenge was to practice the steps in project planning, not to build the coolest tower.

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Boy Scout Breakout Meeting, Continued

Comm Minute
3 min

Achieving a Goal

— *Have you ever had an assignment or task that was so large that you were overwhelmed with the size of it and didn't know where to begin? When you are faced with such a task, ask yourself this question, "If you had to eat an elephant, how would you approach it?" The answer is simple: One bite at a time. Just like eating an elephant, you would go about doing the big assignment one bite at a time.*

— *Whether it's climbing to the top of a mountain or advancing to the next rank in Scouting, when we're faced with large and complicated task, we should plan our action, get started, and take one step at a time. Sure, we can keep our eye on the prize; but we need to remember that when there's such a long path to travel, we can proceed little by little, step by step, one bite at a time. In this way, with persistence and dedication, eventually we'll achieve our goal.*
