Materials Required to complete the Project

Type of Material	Cost of Material

Hours Spent by Scouts, Venturers, or Other Individuals Working on the Project

Name	Date (mm/dd/yy)	Check-in Time	Check-out Time	No. of Hours

Tools Required to complete the Project

Tool	Used to:	Source (cost, if any)	Comments[1]

1. Some power tools may have restrictions on who can operate the tool by age/weight, etc

Project Flow

Step 1: Identify key tasks
Purchase material
Prepare site
Find plans for construction
Begin construction
Obtain tools
Prepare list of material
Finishing operations (painting, clean-up, etc.)
Move material to construction site
Prepare material (sawing, sanding, etc)
Prepare list of required tools

Step 2: Organize into chronological order
1. Find plans for construction
2. Prepare list of materials
3. Prepare list of required tools
4. Purchase material
5. Obtain tools
6. Prepare site
7. Move material to construction site
8. Prepare material (sawing, sanding, etc.)
9. Begin construction
10. Finishing operations (painting, clean-up, etc.)

Flow chart if there are some operations will be done in parallel or where the order of the sequence is important.