

## Writing up the Eagle Project Report

### Eagle Scout Service Project Workbook,

#### **Leadership**

In what ways did you demonstrate leadership?

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This is where the Project Write Up goes. It is about how the project was carried out, which includes your daily plans, ways you demonstrated leadership in carrying out the project to completion – giving examples of how you directed the project rather than doing the work yourself, however part of leadership is getting your hands dirty as well.

As you write your report, emphasize your **Leadership**, your **Planning**, your **Organization** of the project details, and your project **Direction** (instruction and direction of project volunteers). Try to include statements, such as “I said...”, “I decided...”, “I thought...”, “I directed...”, “I showed...”, “I instructed...”, “I assigned...”

Discuss the actual work required to accomplish your project. Was the project completed according to your original plans, or did you have to revise and change some of the steps? Were you able to keep everyone busy, were there any special problems keeping everything under control and running smoothly?

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**Example: Day One** – My plan was to accomplish \_\_\_\_\_; I had \_\_\_\_\_ number of people who came. How did you instruct/use these people in carrying out the plan for the day (*This needed to be done; I assigned a group to do this; I explained what they needed to do etc...*). What was accomplished this day? What changes were made in the plan for the day? Why those changes were needed? How you managed those changes. What went well? What did not go as planned?  
**Do this for each day.**

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The length of the write up is typically 2 to 3 pages (or whatever it takes) to explain your leadership in carrying out the project.

**Note:** When you calculate hours include all the time you spent planning, discussing, getting materials etc. for the project and the total “man” hours that were needed to complete the project. (5 people working 6 hours = 30 hours)