



Project Management Guide (PMG)

Chapter Name: Greensboro

State Name: North Carolina

Project Name: Dinner at Urban Ministries

Area of Opportunity: Community

Category: Local Community Empowerment Program

Project Manager's Officer: Jamaal Brown

Primary Phone: 336.618.3613

Email Address: jamaalbrown9@yahoo.com

Supervising Chapter Officer: Derek Mobley **Primary Phone:** 336.410.1285

Email Address: derektmobley@gmail.com

PURPOSE OF THE GUIDE:

Good advanced planning and record-keeping will assure success. Use this guide in planning and conducting the project by answering each of the following questions and updating information as the project progresses. Evaluate the impact of your project and provide recommendations for future Project Managers.

PLANNING

1. **Primary Purpose** *(How does this project align with the Jaycee Mission Statement, which is to provide development opportunities for young people to create positive change?)*

The primary purpose of this project is to provide leadership skills development opportunities to members through ordering, cooking, and serving a large meal while creating a positive impact in the community by addressing the local issue of food insecurity.

2. **Project Overview**

a. **Give a brief description of the proposed project and background information.** *(Who, what, when, where and why?)*

The Food Research and Action Center identified the triad (Greensboro, Winston-Salem, and High Point) as one of the top 10 area of food insecurity in the US. The Greensboro Jaycees propose to cook and serve dinner 6 times a year at the Urban Ministries soup kitchen at 305 W Gate City Blvd, Greensboro, NC 27406 to alleviate food uncertainty and assist with providing resources to the kitchen and thus help address the problem of food insecurity.

b. **How will this project benefit the individual member, the chapter, and the community?**

Individual - Members must either purchase, prepare, or serve the meal. This means they must work as part of a team, learn cooking skills, and handle purchasing a large order of raw food supplies.

Chapter - The chapter gains positive publicity and can identify emerging project leaders.

Community - Feeding the Community provides a very positive impact in the community by contributing to the Urban Ministries mission to end homelessness and provide food security

c. **List specific and measurable goals to be accomplished by this project.** *(Example: Involve 25 Jaycees. Recruit 2 new members.)*

Goal 1 -- Complete all six events within the chapter appropriation budget of \$1,500.

Goal 2 -- Achieve a minimum attendance of six individuals per event.

Goal 3 -- Have at least two Jaycee members attending per event.

3. Steps to implementation: *List the specific steps to bring this project to a successful completion, showing the planned dates for each step, and the person or people responsible for each step.*

TASK/ACTIVITY	START DATE	FINISH DATE	% COMPLETE	PERSON(S) RESPONSIBLE	CRITICAL TASK (Y/N)	FOR CRITICAL TASKS:	
						POTENTIAL PROBLEM	POTENTIAL SOLUTION
Event 1	Feb 13	Feb 13	0%	Jamaal	Y	Lack of participation	Promo as couples event/ Post event early
Event 2	April 10	April 10	0%	Jamaal	Y	Lack of participation	Post event early/send out reminders
Event 3	June 12	June 12	0%	Jamaal	Y	Lack of participation	Post event early/send out reminders
Event 4	Aug. 14	Aug. 14	0%	Jamaal	Y	Lack of participation	Post event early/send out reminders
Event 5	Oct. 9	Oct. 9	0%	Jamaal	Y	Lack of participation	Post event early/send out reminders
Event 6	Dec. 11	Dec. 11	0%	Jamaal	Y	Weather	Reschedule

4. Critical Contacts

Project Manager

Name: Jamaal Brown

Email: jamaalbrown9@yahoo.com

Phone 1: 336.618.3613

Duties: Chief Shopper and Point of contact with Urban Ministries

Committee Member

Name: Joseph Pegram

Email: jpeggram93@gmail.com

Phone 1: 336.706.4171

Duties: Backup Server Management

Brandon Hunter – Chapter President

Name: Brandon Hunter

Email: brandon.hunter@nm.com

Phone 1: 910.308.5367

Duties: Backup point of contact with Urban Ministries

Committee Member

Name: Derek Mobley

Email: derektmobley@gmail.com

Phone 1: 336.410.1285

Duties: Backup Kitchen Management

5. What specific materials, supplies, and resources will be required?

Material or Supply & Quantity	Person Responsible for Obtaining	Date Needed	Donated, Owned or Purchased?	Cost/Value
Spaghetti Dinner	Shopper	Monday	Purchased	\$680
Cookies	Shopper	Monday	Purchased	\$100
Tea	Shopper	Monday	Donated	\$25
Veggies/Bread & Butter	Shopper	Monday	Purchased	\$220

6. Complete a proposed budget indicating all anticipated income and expenses

Proposed Budget

INCOME:

PROPOSED

Appropriation from chapter¹\$1,500

TOTAL INCOME.....\$1,500

EXPENSES:

PROPOSED

February Event \$250

April Event \$250

June Event..... \$250

August Event \$250

October Event..... \$250

December Event \$250

Return of appropriation from chapter \$0

Return to chapter (profit) -\$1,500

TOTAL EXPENSES.....\$1,500

¹ This project is paid for out of the returns from the chapter's investment portfolio, which are deposited into the chapter's operating account and allocated during the annual budgeting process.

7. Describe the potential problems and solutions to successfully complete this project.

Potential Problem: Insufficient attendance (less than six volunteers)

Potential Solution: Have volunteers RSVP and send out reminder emails at least 48 hours (2 days) in advance for confirmation. In the event that six volunteers still do not attend, the staff at the kitchen will be reserved as backup.

Potential Problem: Shopper does not attend or the food amounts are incorrect.

Potential Solution: Maintain a shopping list in paper and digital form. Locate a store near the site so someone present can purchase the food during the event. Ask to borrow food from the kitchen and pay the organization back.

Potential Problem: The equipment malfunctions.

Potential Solution: If minor equipment breaks, such as the icemaker or tray heater, the event can continue. However, if major equipment breaks, such as the gas stove or oven, the event will have to reschedule the event.

EVALUATION

- 8. List solutions and/or recommendations for future Project Managers.** *(List here anything that you would do differently the next time this project is run. Would you make contacts earlier? Was manpower sufficient? Could this project be broadened or should it be more focused?)*

This project remains popular with the public, so the Jaycees usually have enough manpower. It's scope should remain the same, as expanding it to more nights would max out the resources of the chapter all in one area. It might be a good idea to partner with different organizations on each event, so that the Jaycees could systematically expand knowledge of the chapter's activities to other groups. Finally, the chapter should invest in their own heavy-duty can opener. Opening cans is critical to the success of the project, and if the one at Urban Ministries is not operating correctly, it can really slow down and increase the risk of the work.

9. Results

Primary Purpose: The primary purpose of this project is to provide leadership skills development opportunities to members through ordering, cooking, and serving a large meal while creating a positive impact in the community by addressing the local issue of food insecurity.

Results: Five of the six events were run with sufficient manpower. The final event had to be canceled due to snow. The Jaycees served approximately 250 individuals in difficult circumstances at a cost of about \$3/meal. The events generated positive attention for the chapter in the form of photos and word of mouth, and allowed us to connect with potential members and other community leaders.

Goal 1: *Complete all six events within the chapter appropriation budget of \$1,500.*

Result: *We completed five of the six events within the chapter budget, one was canceled due to snow. 83% success.*

Goal 2: *Achieve a minimum attendance of six individuals per event.*

Result: *We had at least six individuals sign up and attend each event. 100% success.*

Goal 3: *Have at least two Jaycee members attending per event.*

Result: *At least two Jaycee members attended each event. 100% success.*

Project Summary:

In terms of impact per dollar, this is one of the most successful projects run by the Greensboro Jaycees. The chapter fed approximately 250 individuals at a cost of about \$3 per person. Thus, the Jaycees are providing economical food security to a needy population in one of the number 1 areas of the nation for food insecurity. At the same time, our members learn how to acquire, plan, and prepare for a large meal in an industrial kitchen. Finally, since this event occurs multiple times throughout the year, there are opportunities for members to train other members in the skills that they learn. This project should be continued.

Project Benefit:

Individual Impact: *the members learn how to shop, cook, and serve a large meal to a needy population in an industrial kitchen. This skill could benefit other large projects or fundraisers (or just at home).*

Chapter Impact: *the chapter gains visibility as being part of the solution for food insecurity in our region. We are also training our members to be ready if we would like to organize fundraisers for our own chapter that would require cooking large meals. Finally, we have also gained members who attend because of the success of this project.*

Community Impact: *the community benefits by having its young adults encounter the needy population in a constructive manner. By getting involved with an organization designed to address the issue of hunger, we can increase the number of individuals who are informed and able to tack this issue creatively now and in the future.*

Appendix A: Final Financial Statement

INCOME:

	<u>PROPOSED</u>	<u>ACTUAL</u>
Appropriation from chapter	\$1,500	\$880.81

TOTAL INCOME	\$1,500	\$880.81
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EXPENSES:

	<u>PROPOSED</u>	<u>ACTUAL</u>
Other expenses (list)		
February Event	\$250	\$202.29
April Event	\$250	\$166.31
June Event.....	\$250	\$155.88
August Event	\$250	\$152.31
October Event.....	\$250	\$204.02
December Event (canceled).....	\$250	\$0

Return of appropriation from chapter	\$0	\$0
Return to chapter (profit)	\$-1,500	\$-880.81

TOTAL EXPENSES	\$1,500	\$880.81
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Appendix B: Contacts

Jaycees

Name: Jamaal Brown
Email: jamaalbrown9@yahoo.com
Phone 1: 336.618.3613

Name: Joseph Pegram
Email: jpeggram93@gmail.com
Phone 1: 336.706.4171

Name: Brandon Hunter
Email: brandon.hunter@nm.com
Phone 1: 910.308.5367

Name: Derek Mobley
Email: derektmobley@gmail.com
Phone 1: 336.410.1285
Duties: Backup Kitchen Management

Urban Ministries

Gail Gore-Lewis lewis@guministry.org 336-553-2642

Urban Ministries <http://greensborourbanministry.org/> 336-271-5959

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Happy New Year! ☺ Thank you for agreeing to serve the Weaver House Dinner Meal on alternating months beginning Tuesday, February 13th 2018

We greatly appreciate your help and support. We have you listed as the Team leader for your group. It is through community that the ministry is able to assist those who are in need.

The months we have you scheduled are February 13th, April 10th, June 12th, August 14th, October 6th and December 11th 2016. We are asking all groups to prepare for a minimum of 100 guests. From December 1, 2017 through March 31, 2018, we will operate in Winter Emergency (WE). If temperatures are 25 degrees or below, we will allow non-essential guests to come in off the streets for food, safety and shelter. During these months, our capacity to shelter is 150 individuals. If our numbers increase to that number, we will let you know.

You will find attached our **reveler House Checklists/Dinner Meal Guidelines**. Remind your team that they will need to enter the building at **1002 South Eugene Street** by way of the loading dock. Also, we are asking everyone to **wear closed-toed, slip-resistant shoes** while on site and if that's shoulder length or longer, **pull back** or up. We do not have lockers for volunteers to secure personal items such as purses, book bags, etc., we ask that you secure those items prior to arrival.

We greatly appreciate your help and support! Thank you for helping to combat the issues of hunger in our community. Feel free to contact me if you have any additional questions or concerns.

Gail Gore-Lewis
Director Volunteer Services
305 West Gate City Blvd.
Greensboro NC 27406
(336) 553-2642 direct dial
www.greensborourbanministry.org

Appendix D: Pictures

February



April



June



August



October



Appendix E: Media Coverage

HEALTH & SAFETY

Study: Hunger In Greensboro-High Point Worst In Nation

by Neal Charnoff

11:08am Apr 17, 2015



LISTEN
01:00



The Greensboro-High Point metro area is now ranked No. 1 in food insecurity. A new report lists a number of causes for food hardship.



GSO Urban Ministry @GSOUrbanMin ·Dec 13



Replying to @JayceesGSO

Thank you, @JayceesGSO! Your support for our guests rocks. We appreciate all you do!

[illegible]

Appendix

Food List

		#	Total
Ground Beef	3 lbs tubes, 75%	4	12 lbs
Spaghetti	32 oz box	10	320 oz
Pasta Sauce	45 oz bottle	10	450 oz
Tomato Sauce	29 oz cans	8	232 oz
Onion	3 lbs bag	1	3 lbs
Bread	loaf, slized	5	5 loafs
Butter	3 lbs tub	1	3 lbs
Cookies	2 per person	90	180-200
Green Beans	101 oz cans	7	707 oz
Parmesan Cheese	8 oz shaker	6	48 oz
Sugar	10 lbs bag	1	10 lbs

Front Workflow

Space management on the stove is an issue as we are usually able to only get 6 items on the 8 burners. Also, after several tries using the cooktop/grill, we've given up on it as it doesn't get hot and it's a pain to clean. Based on that, the suggested workflow is to start the sauce first at we had issues getting it up to temperature last time and burned it the time before. So, the following steps are suggested in the back kitchen:

1. Close drain valve (yellow handle on back right leg) of warmer
2. Fill with water to 1" above the bottom-all compartments should level out
3. Turn warmers on high
4. Insert 4 deep (deepest) pans into the warmer
5. Place lids on pans and wait for steam (30 Minutes if using hot water from sink)

Serving Station (Looking from kitchen at Serving Window)

Garlic Bread and Cookies	Bay 4 Beans	Bay 3 Sauce	Bay 2 Spaghetti Refill	Bay 1 Spaghetti
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Time	Serving Area	Drinks	Eating Hall	Other
5:30 pm	Fill warmer with pans and hot water	Check if tea is already made		
6:00 pm	Start on High, covered	If not, follow instructions by sink on side wall		
6:15 pm				
6:30 pm				
6:40 pm	Reduce to 4			
6:45 pm	Add sauce in bay 3			
6:50 pm	Add beans in bay 4	Fill cups with ice		
6:55 pm	Add noodles in bay 1			
7:00 pm	Start serving			
7:05 pm				
7:10 pm	Second noodle batch			
7:15 pm				
7:20 pm				