



2018 National Order of the Arrow Conference

Planning, Backdating, and the Gantt Chart: Working Backwards From Your Destiny: Backdating to Get You There

Session Length: 45 Minutes

Through this session, you will:

Explain The concept of backdating – working backward from your goal as a planning process

Demonstrate We will demonstrate the merits of this process, and how to actually do it

Guide

We will guide them to plan an event using this process

Enable We will enable them to better plan events using the backdating process

Learning Outcomes: [create a brief list of what participants should take away with them]

- Become more effective at planning an OA event
- Learn a simple tool that anyone can apply to almost anything
- Learn how to increase your chances of a successful event

Theme Connection:

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- Destiny is reached not by hope but determined through preparation and planning
- The session will relate to the theme by helping brothers learn the backdating process of event planning so that they can plan better events within their Chapter or Lodge

This session will help the Lodge, Chapter, and Section with the Journey to Excellence Requirement(s): 9 (complete service projects for council and community), – Lodge Planning9 and 13 (complete agreed upon projects)

Required Materials: [tailor specifically for this session after the syllabus is done, e.g. handouts, flipcharts, projector, screen]

- projector
- screen
- speakers for video sound
- graph paper (for participants to practice backdating)
- pencils/pens/markers



TRAINER PREPARATION

Replace this text with a comprehensive list of steps a trainer needs to take before presenting this session, e.g. if the session calls for trainers to develop particular examples from their own experience, if there are handouts to be duplicated or flipcharts to prepare ahead of time, PowerPoint presentations to update...

1. Prepare Powerpoint
2. Devise examples for lodge events (planning an ordeal)
3. Prepare a model example on graph paper
4. Devise instructions for the practice component in which participants will map out through backdating the steps to plan a chapter or lodge event

Session Narrative

[The body of your session should be here. Be sure to use headings that break up the different topics or part of the session, and adjust the recommended time for each part after you've written it]

Trainer Instructions: If at any time the trainer should perform an action (play a video clip, ask prompting questions, etc) type the directions into boxes like this. Simply copy this box and paste wherever needed throughout the lesson plan, replacing this text with your own material.

Introduction

Introduce oneself, lodge, and leadership experience

5 minutes

First topic

What Is Backdating

5 minutes

**Insert Cell

Insert Session Name



Name**

Backdating is backwards planning

Start with your deadline. You know your due date, so you know how long you have to get a completed project. From there, you can work in backward steps.

It helps you answer key questions. How much do you have to have done a day before the deadline? A week before? By examining these milestones in reverse, you can give yourself a clearer picture of how much you have to get done in a given time frame

Second topic

10 minutes

5 Reasons to Use Backdating As a Planning Tool

1. Makes Destiny Reachable
2. It Helps Provide a Timeline
3. Reduces Frustration and Complication
4. Reinforces Progress
5. Gets the Team on the Same Page

Watch video:

- <https://www.youtube.com/watch?v=76IxYKLcq-8>

Third topic

10 minutes

The Process of Backdating

- Write down the ultimate goal. The first step may take some time to formulate. It is important to be as specific as possible. Moreover, ensure the goal is realistic. Once the objective is clear, decide the date by which the goal should be achieved. For example, by November 1, the new machinery would be implemented.
- Next, it is important to think over what all needs to be completed to accomplish the ultimate goal. For example, to reach the goal of implementation, the manager needs to complete testing of the new machinery. In our example, the testing of the new machinery would be complete by September 30.
- Work backward some more. Think over what needs to be completed before the second-to-last goal. For example, by February 1, the new machinery would have completed its manufacturing process.
- Work backward some more to decide what needs to be done to make sure the previous goal is achieved. For example, by January 1, all planning stages would be complete to decide what the machinery would be.
- Continue to work backward until you come to a stage where you have reached the first milestone. For example, new machinery for packaging is needed in the factory.

**Insert Cell
Insert Session Name



Name**

Fourth topic
Applied To OA Events

12 minutes

Group Discussion and activity using graph paper to backdate for an OA event. [Actual event still be determined.]

Takeaway Challenge

3 minutes

Please take out your notebook and pen. For the final three minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge plans events and programs. During your break time later today, share these with others in your chapter or lodge.

Appendix: Resources and Source Material

- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>
- <https://www.youtube.com/watch?v=76IxYKLcq-8>
- <https://www.youtube.com/watch?v=yuU4WBGdQPA>
- <https://hbr.org/2016/11/the-four-phases-of-project-management>