



Camps Program Project Management Plan

Element	Camps
<p>Overview--Why is the project being conducted and its primary objectives</p>	<p>This project management plan frames the annual cycle of planning and executing a Camps program as part of the SAME National strategy to produce more leaders for the nation.</p> <p>The plan reduces the reliance on volunteer institutional memory (at the Camp committee, Post, or Camp Director level) to conduct any specific camp and identifies areas of SAME National resourcing to accomplish the scope.</p> <p>From 2025 Strategic Lines of Effort</p> <ol style="list-style-type: none"> 2. Develop Leaders for the Profession Develop the next generation of leaders for the nation. 3. Produce STEM Professionals for the Nation Support the development of new STEM professionals for the nation through a “pipeline” of activities for K-12 to college and into professional life.
<p>Scope--The work that needs to be accomplished to deliver a product, service, or result with the specified features and functions.</p>	<p>To meet this workforce need, working with the network of Posts and volunteers, SAME National develops, maintains, and grows camps to provide in-person experiences to students interested in exploring skills and careers. Through a camp experience, participants gain a sense of what it takes to become a STEM professional and what options exist to explore that interest from high school to college and beyond.</p> <p>By providing camp experiences, SAME guides more STEM interested students to pursue a STEM degree and gives them a sense of the careers associated with that degree, all while exposing them to mentors and subject matter experts. The net outcome is more STEM professionals to meet the needs of society.</p> <p>The camps also serve as leadership development opportunities for the mentors and assistant mentors. Many mentors and assistant mentors are returning campers. By interacting with the campers, they offer guidance and advice based on their own experiences and education creating strong bonds that last beyond the camps.</p> <p>This work involves the STEM and Camps Committees, SAME National staff, Posts, and partners.</p>

<p>Schedule--Activities schedule and project milestones</p>	<p>Camp planning and execution occurs on an annual cycle. Beginning in August/September of each year, camp directors develop a proposed camp budget that identifies regular and capital expenses, and confirms the relationships necessary to execute the camps.</p> <p>Milestones include:</p> <ul style="list-style-type: none"> • Camp director is designated for each camp in August/September. • Camp program/curriculum is defined for each camp by December. • Camp budget is submitted to SAME National by December. (Camp disbursements occur throughout the year.) • Camp registration opens in December. • Camp promotion activities begin in December of each year. • Camp capital expenses are addressed by February. • Camp insurance is confirmed for each camp by April. • Mentors are confirmed two months prior to the camp date. • Camps are conducted. • On the final day of camp, evaluation surveys are distributed to campers and mentors/assistant mentors, collected, and processed. • Camp directors send out SAME member invitation letters to campers within XX days of the camps' end. • A Camp AAR conference call is held within 30 days of the end of the last camp of the season. The AAR examines recent camp season and recommended changes for following year.
<p>Costs--Project budget and its funding approach</p>	<p>Each camp director, with concurrence of the Camps Committee chair, designs a camp program/curriculum and submits a self-sustaining budget for the camp to SAME National that documents the camps programmatic, administrative, and capital expenses per an annual budgeting cycle.</p> <p>SAME National works with the camp directors to address any expenses not supported by the camp budget.</p> <p>SAME National facilitates any necessary contracts/agreements to cover registration, insurance, and logistical arranges for each camp.</p> <p>SAME National coordinates a registration, review, and selection process for each camp.</p> <p>SAME National determines sponsorship opportunities for each camp and the Camps program.</p> <p>SAME National sets registration fees based on each camps operational and capital expense needs. Fees also support the Camps program administration.</p> <p>SAME National holds the registration funds on behalf of each camp and disburses the funds to the camp director as detailed in their budget.</p>

	<p>SAME National will recruit and support mentors attending the camps through national recruitment process. The Leadership Development Program can serve as a source of mentors.</p> <p>A quality experience for sustaining members and business partners ensures they will continue to provide in-kind and financial support of the camp curriculum.</p>
<p>Quality--measurement and control approach</p>	<p>Working with the Camps Committee, SAME National determines success metrics and collects corresponding performance measures to gauge the effectiveness of the camps in advancing participants' STEM skills and interest in STEM degrees and careers. The camp evaluation highlights STEM engagement best practices and assesses the impact of those practices.</p> <p>Design and deliver a mentor/camper survey to solicit and aggregate feedback.</p> <p>At the end of each camp season, SAME National coordinates an After-Action Review (AAR) of the camps to inform planning and design for the next cycle.</p> <p>As needed, the AAR can be rolled up into a larger Camps Summit coordinated by SAME National and the Camps Committee to assess the camp season but also to ensure the camps continue to contribute to the strategic direction of the Society.</p>
<p>Project Team--The people working on the project, their roles and responsibilities</p>	<p>Project Delivery Team (role in parenthesis)</p> <ul style="list-style-type: none"> • SAME National staff: <ul style="list-style-type: none"> ○ Eddie Gonzalez, STEM Program Manager (overall management) ○ Will Hoffman, Finance Director (financial management) ○ Joe Schroedel, XD (strategic alignment) ○ Jill Murphy, Membership Senior Manager (membership management) ○ Stacy Smith, Post Operations Specialist (Post related actions) ○ Natasha Rocheleau, Database Manager (registration and student membership) ○ Nicole Matthews, Senior Marketing Manager (marketing and promotion) ○ Erin Ingersoll (contractor), Camps coordinator (registration and onboarding) ○ Justin Collings, Web Manager (website updates) • Camps Committee Chair and USMC Camp Director: Joe Angell (USMC camp lead and POC for camp directors as lead Camps volunteer) • STEM Committee Chair and USAF Camp Director: Scott Prosuch (USAFA camp lead and additional program guidance) • Additional Camp Directors: Henry Delaney (USACE), Nicole Gunyon (Scott AFB), Allison Cantu (Port Heuneme), Mike Nosbisch (Camp Pendleton), Richard Morales (ATL EEA) • Camps National Asset: Jack Seibert (additional guidance)
<p>Communication--type, channels, and the reporting approach</p>	<p>The primary communication occurs via telephone and email, with face-to-face meetings occurring as needed (and budgeted). Communication focuses on sharing information, identifying best practices to utilize, and obtaining</p>

	<p>status updates on the various camp development cycles (budget, promotion, mentor recruitment, etc.).</p> <p>The Camp Committee Chair or STEM Program Manager schedules and conducts monthly teleconference calls with as many members of the project delivery team as needed to over the topics of each specific call. Monthly calls continue until the camp season concludes. These calls assess the progress towards executing each camp according to the project milestones.</p> <p>Face to face meetings take place in conjunction with the following SAME National events - JETC, PLW, SBC, and Camps Summit.</p> <p>Project delivery team members are encouraged to communicate with camp specific partners, vendors, mentors, and trainers as they plan, prepare, and execute the camp.</p> <p>GoToMeeting Details Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/390377325</p> <p>Dial by phone. United States (Toll Free): 1 877 309 2073 United States: +1 (646) 749-3129 Access Code: 390-377-325</p>
<p>Risks--Risk index, methods to identify and evaluate risks, risk mitigation & contingency planning</p>	<ul style="list-style-type: none"> • Address risk factors in a Camps Requirement Checklist • Single point of failure with camp directors • Reliance on institutional memory to conduct the camps • Budgets that under-estimate expenses • Registration fees that do not support the needed budgets • Local fundraising of sponsorships in conflict with national fundraising • Souring of camp related relationships that can impact national relationships • Lack of advanced, standardized mentor training • Lack of a current project management plan • Reliance on returning sustaining member/business partner investments
<p>Procurement--Required procurements and purchase processes</p>	<p>SAME National:</p> <ul style="list-style-type: none"> • Purchases camp insurance. • Disburses camp budget payments to camp director or directly to 3rd-party providers. • Disburses stipends for camp mentors (if applicable). • Arranges any necessary contracts/agreements with venues, trainers, facilities, and mentors. • Determine options for more efficient procurement of Camp-wide supplies and materials (name tags, pens, backpacks, etc.)
<p>Closure--Closure approach, including the deliverables hand-off protocol</p>	<p>SAME National:</p> <ul style="list-style-type: none"> • Recognizes camp mentors, volunteers, and key partner representatives per the recognition process. • Reconciles all remaining camp expenses

	<ul style="list-style-type: none"> • Conducts an After-Action Review of the Camp Season to record lessons learned • Identifies policies and procedures that need to be addressed before the next camp season • Processed evaluations and reports on lessons learned to the project delivery team.
Changes--Procedures used to track changes in the project	<p>SAME National, the Camps Committee Chair, or any camp director can initiate a discussion of changes to the schedule and scope of the camp season, or to a specific camp. Schedule and scope changes for a camp season need the concurrence of SAME National staff.</p> <p>Necessary changes in the strategic scope of camps (to produce more STEM professionals for the nation) will be coordinated by SAME National staff with the concurrence of the SAME BOD and Camps Committee (as a proxy for the camp directors).</p>

Camps Budget Process	
Annual Cycle	
1	Camp Directors determine camp budgets for upcoming season. Budgets need to include all operational expense and allowance for anticipated capital expenses.
2	Camp Directors submit camp capital expenses to Camps Cmt Chair.
3	Camps Cmt Chair aggregates all capital expense needs and communicates them to SAME STEM PM
4	SAME determines if the expenses can be covered by the Sustaining Member Funds or other means.
5	STEM PM submits approved capital expenses requests through Certify.
6	SAME disburses approved funds for capital expenses by ACH during weekly AP process.
7	Camp Directors submit camp budgets to Camps Cmt Chair.
8	Camp Cmt Chair reviews all camps budgets in total for NET effect. Camp budgets should break even at a minimum.
9	Camps Cmt Chair submits camp budgets to SAME STEM PM
10	Camp directors request disbursement from STEM PM
11	STEM PM provides Camp Director the insurance and meeting planner allocation, if applicable.
12	STEM PM submits Camp disbursement request through Certify.
13	SAME disburses funds by ACH during weekly AP process.
14	If request is not budgeted, Camps Cmt chair and SAME determine how and if the expense can be covered.
15	Camp registration opens.
16	Registration fees collected by Post/SAME
17	SAME tracks funds by camp.
18	Camps are conducted.
19	Camp directors conduct an After-Action Review of the camp season.

20	Camp directors submit final actual camp costs to Camps Cmt chair.
21	Camp Cmt Chair submits final cost reports to STEM PM.
22	Excess funds [minus a reasonable amt retained] are returned to SAME.
23	SAME provide financial accounting report to Camp directors and Cmte Chair.

Camps Program/Curriculum Planning
Annual Cycle

Work with the Camps Committee Chair to finalize each camp program/curriculum on an annual cycle.

- Determine camp format (day, week, sleep-away, etc.)
- Determine camp program/curriculum
- Identify budget needs
- Contract with trainers, vendors, and facilities (as applicable)

Camps Mentor Recruitment Process
Annual Cycle

Work with Natasha Rocheleau, Database Manager, Jill Murphy, Post Ops Senior Manager, Joe Angell, Camps Committee Chair and USMC Camp Director, and Erin Ingersoll, Camps coordinator, to establish a process to recruit, select, and financially support camp mentors on an annual cycle.

Camps Registration Recruitment Process
Annual Cycle

Work with Natasha Rocheleau, Database Manager, Jill Murphy, Post Ops Senior Manager, and Erin Ingersoll, Camps coordinator (contractor), to develop and advertise a camp registration process for each camp on an annual cycle.

Decide on whether the process should be specific to each camp, one application for all camps, or a combination.

Camps Marketing and Promotion Process
Annual Cycle

Develop an annual marketing and promotion calendar for each camp season.

Anticipated Actions

Develop: Value Statement – general message talking to the values of experiential learning - real-world, problem-solving, project-based environments

Advertising to: TME house ads, Strategic Partners, Service Bases, DOD STEM programs, Posts, National Conferences, Affiliate Organizations (NSTA, NSBE, etc)

Camps Recognition Process
Annual Cycle

Work with Camp Directors to detail all mentors, volunteers, and key partner representatives to recognize through a combination of certificates and plaques, as budget allows.

Types of recognition:

Camp Director Led

- **Camper Certificate of Completion** (camp director signature): Each camp will provide a certificate of completion signed by the camp director. Primary recipients: campers
- **SAME Certificates of Recognition** (camp director signature): 8.5"x11" certificates placed in a folded certificate holder. SAME provides a PDF template with standard recognition language and paper certificates. Primary recipients: volunteers, mentors, staff, instructors, and loggies.
- **Camp Coin (TBD)**: X number of coins will be sent to each camp director to distribute at the camp director's discretion. Primary recipients: key volunteers, staff, partners, or sponsors

SAME Headquarters Led (executive director signature)

- **SAME Recognition Plaque**: Paper certifiants are inserted into a wood frame. Primary recipients: Institution/base leadership, sustaining member/sponsor leadership, host organization/institutions.
- **SAME Coin**: National Leadership Team (NLT) members visiting the camps may bring their own SAME coins to distribute during their visit at their discretion with guidance by camp director.
- **Executive Director Thank You Notes**: SAME's executive director may scribe personal thank you notes at their discretion or at the request of the camp director or NLT member.