EO M503.01 – CREATE A PROPOSAL

1. **Performance**: Create a Proposal

2. **Conditions**:

   a. Given:

      (1) Supervision, and

      (2) Assistance as required.

   b. Denied: Nil.

   c. Environmental: Classroom or training area large enough to accommodate the entire group.

3. **Standard**: The cadet, as a member of a group, shall create a proposal by:

   a. conceiving at least one cadet activity that meets the aim of the Canadian Cadet Organizations (CCO);

   b. determining the goals of the activity or activities;

   c. determining if the activity or activities meet CCO policies;

   d. determining the resources necessary to carry out the activity or activities; and

   e. submitting a proposal for approval.

4. **Teaching Points**:

TP	Description	Method	Time	Refs
TP1	Define project management, to include: a. the definition of project, and b. the five phases of a project.	Interactive Lecture	5 min	C3-252 (pp. 10–22)
TP2	Explain the conceiving phase of a project, to include: a. choosing an exercise, such as: 1. community service, 2. leadership, 3. healthy living, 4. fitness and sports, 5. marksmanship, 6. drill, 7. CF familiarization, 8. navigation, or 9. trekking. b. choosing an activity or activities, using the brainstorming technique to generate ideas; c. determining the activity's or activities' goals; and d. determining limitations, such as resources.	Interactive Lecture	10 min	C0-452 C3-252 (pp. 23–44)

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TP	Description	Method	Time	Refs
TP3	Explain the parameters of cadet activities with reference to policies, such as: a. Cadet Administrative Training Orders, b. A-CR-CCP-030/PT-001, Water Safety Orders, and c. A-CR-CCP-951/PT-002, *Royal Canadian Army Cadets Adventure Training Safety Standards*.	Interactive Lecture	5 min	A0-003 A1-010 A2-001
TP4	Explain how to write a proposal.	Interactive Lecture	5 min	C3-252 (pp. 23–44)

5. **Time**:

a.	Introduction / Conclusion:	5 min
b.	Interactive Lecture:	25 min
c.	Total:	30 min

6. **Substantiation**: An interactive lecture was chosen for this lesson to orient the cadets to project management and the writing of a proposal.

7. **References**:

a. A0-003 Director Cadets. (2006). *Cadet administrative and training orders index*. Retrieved May 25, 2006, from http://www.cadets.ca/support/cato-oaic/intro.aspx

b. A1-010 A-CR-CCP-030/PT-001 Director Cadets 4. (2008). *Water safety orders*. Ottawa, ON: Department of National Defence.

c. A2-001 A-CR-CCP-951/PT-002 Director Cadets 3. (2006). *Royal Canadian Army Cadets adventure training safety standards*. Ottawa, ON: Department of National Defence.

d. C0-452 Universite de Montréal. (2009). *Le remue-méninges*. Retrieved October 29, 2009, from http://www.ebsi.umontreal.ca/jetrouve/projet/etape1/brain_1.htm

e. C3-252 ISBN 978-0-470-04923-5 Portny, S. E. (2007). *Project management for dummies*. Hoboken, NJ: Wiley Publishing.

8. **Training Aids**:

a. Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area,

b. A-CR-CCP-030/PT-001, *Water Safety Orders*,

c. A-CR-CCP-951/PT-002, *Royal Canadian Army Cadets Adventure Training Safety Standards*, and

d. Create a Proposal worksheet.

9. **Learning Aids**:

a. Create a Proposal worksheet,

b. Create a Proposal Aide-Mémoire,

c. A-CR-CCP-030/PT-001, *Water Safety Orders*,

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d. A-CR-CCP-951/PT-002, *Royal Canadian Army Cadets Adventure Training Safety Standards*, and

e. Pen / pencil.

10. **Test Details**: This EO is assessed IAW Chapter 3, Annex B, 503 PC.

11. **Remarks**: Cadets will be given the opportunity to create a proposal, as a member of a group, as part of their OJT.

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