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 aims 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. Canadian Forces (CF) familiarization, 3. fitness and sports, 4. marksmanship, 5. seamanship, 6. healthy living, 7. nautical training, 8. leadership, or 9. drill; 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	A0-107 C0-249 (p. 36–37) C0-272 (p. 4) C0-273 (pp. 44, 88–90) C0-274 (pp. 19, 32) 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*, and

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

   d. Create a Proposal worksheet,

9. **Learning Aids**:

   a. Create a Proposal worksheet,

   b. Create a Proposal Aide-Mémoire,

   c. List of Cadet Administrative and Training Orders,

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

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

f. 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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