

## CREATE A DEPARTMENT

### PROJECT CHECKLIST

Project: The create a department project is designed to afford the student the opportunity to better understand the dynamics of operating a department for a period of one year. The components of this project are:

1. Budget
2. Manpower Flow Chart
3. One Month schedule requiring 24/7 coverage
4. Map showing facilities locations
5. Mission Statement

The department may be either a police or a fire department. The city is of a population of 100,000 people. The budget must reflect true life numbers and the manpower must be realistic for a department serving a city of 100,000.

The student will prepare the project and present the finished product to the Instructor. The Instructor and the student will discuss the work done. The student should be prepared to answer questions regarding any or all of the following criteria.

#### **Budget:**

- \_\_\_ Total budget numbers are realistic.
- \_\_\_ Budget categories cover all aspects of department operation.
- \_\_\_ Budget is understandable to reader other than author.
- \_\_\_ Student understands the budget and is able to explain it.

#### **Manpower:**

- \_\_\_ Does total number of personnel reflect reality?
- \_\_\_ Does personnel breakdown by rank and position reflect reality?
- \_\_\_ Is manpower distribution appropriate?

**Schedule:**

\_\_\_ Does schedule reflect one month of 24/7 coverage for a period of one month?

\_\_\_ Does schedule provide proper and adequate coverage?

**Map:**

\_\_\_ Does map reflect the locations of the facilities?

\_\_\_ Are adequate/proper number of facilities indicated?

\_\_\_ Is map clearly defined and understandable?

\_\_\_ Does map reflect natural and man made obstacles?

\_\_\_ Does map include a proper legend?

**Mission Statement:**

\_\_\_ Does project include a mission statement?

\_\_\_ Is mission statement proper and/or appropriate?

**Overall Project:**

\_\_\_ Is the project professional in appearance?

\_\_\_ Are the pages protected?

\_\_\_ Is the project typed?

Project turned in on \_\_\_\_\_ On Time?\_\_\_\_\_

Project Grade:\_\_\_\_\_

Project Prepared by:\_\_\_\_\_