**Project Plan**

**Overview**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Lead:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Project Purpose:** |  |
| **Measures of Success:** |   |
| **Link to the Union Strategic Plan:** |  |

**Budget**

All projects need to be accompanied by a budget to ensure there are sufficient funds before work is carried out. This budget will need to be completed on an attached excel budget template and receive the appropriate approval.

|  |  |
| --- | --- |
| **Total Projected Income:** | £ |
| **Total Projected Expenditure:** | £  |
| **Difference (+/-):** | **£** |

|  |
| --- |
| **Additional comments on the budget if required:** |
|  |

**Project Plan**

Please duplicate/extend/delete the stage of project templates below as required.

|  |  |
| --- | --- |
| **Stage of Project:** |  |
| **Ref:** | **Task:** | **Deadline:** | **Assigned to:** | **Progress Update:** | **Date Completed:** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Stage of Project:** |  |
| **Ref:** | **Task:** | **Deadline:** | **Assigned to:** | **Progress Update:** | **Date Completed:** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

|  |  |
| --- | --- |
| **Stage of Project:** |  |
| **Ref:** | **Task:** | **Deadline:** | **Assigned to:** | **Progress Update:** | **Date Completed:** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**Project Evaluation**

To be completed after the project.

|  |  |
| --- | --- |
| **How well did the project meet its purpose?** |  |
| **Did the project costs vary from its budget? If so, why?** |  |
| **Should the Union run this project again and why?** |  |
| **If you were to run the project again what would you do differently and why?** |  |