**Project Plan**

**Overview**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Officer Lead(s):** |  | **Staff Lead(s):** |  |
| **Start Date:** | Click here to enter a date. | **End Date:** | Click here to enter a date. |
| **Project Purpose:**A brief introduction to the project |  |
| **Measures of Success:**How will we know that the project has been a success? This could be the numbers of students that attend, complete the survey, or an action takes place |  |

**Budget**

To bid for funding from the Officer Fund to support your event, complete the budget below, this should be submitted to the next Executive Committee Meeting for decision. If your project will incur more than 5 incomes or expenditures, please complete the Project Plan Budget template instead.

|  |  |
| --- | --- |
| **Total Projected Income:** | £ |
| **Total Projected Expenditure:** | £ |
| **Difference (+/-):** | **£ 0.00** |

|  |  |
| --- | --- |
| **Projected Income** | **Projected Expenditure** |
| Item | Cost | Item | Cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | £ 0.00 |  | £ 0.00 |

**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 |  |  |  |  |  |

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

**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?** |  |