



Schools Project Planner

Project Outline

School:

School contact:

Education Deliverer:

Research Advisor:

What are we going to do?	Give a brief description of the project
Who will we work with?	Have you worked with this partner before? YES/NO

Who are our participants (Key stages)?	How many?
When will it happen?	Days, dates, times
Where will it happen?	Venue / nature of facility
How will we celebrate the end of the project?	Days, dates, times, venue

Aims Why are we doing this project? Which areas of the EPE strategy for schools learning does it cover?	Objectives What do we want to achieve?	Measures of success What evidence of impact and success do we expect to see?	Evidence How will we collect the evidence of impact of success?

Planning Checklist

Stage	Steps	Process	Ask yourselves
PLANNING	<p>TIMETABLE OF KEY EVENTS</p> <ol style="list-style-type: none"> 1. Planning 2. Delivery 3. Review 4. Evaluation 		<p>Do we have enough time with partners/ participants to plan & evaluate our project?</p> <p>When will we collect the evidence?</p> <p>How long will it take to collect the evidence we need?</p> <p>Who will collect the evidence?</p> <p>When will we review the evidence?</p> <p>Who will write up the review?</p>

Stage	Steps	Process	Ask yourselves
DEVELOPMENT	RESOURCES		
	People		<p>What are our staffing needs for the project?</p> <p>Have all partners discussed their roles and responsibilities?</p>
	Money		<p>Budget: What are the financial & equipment costs for this project?</p> <p>Has teacher release been built in?</p> <p>What materials are our partners providing and/or what are we expected to provide/hire? e.g. art materials</p> <p>Are there any in-kind contributions for this project?</p> <p>Has there been any fundraising done directly for this project?</p>
	Contingency		<p>Risk assessment: what could go wrong and what contingency plans are in place?</p>

Stage	Steps	Process	Ask yourselves
PREPERATION	COMMUNICATION		
	School		<p>How will we need to liaise with senior management/other staff about the project?</p> <p>How can we communicate our project so it is understood and valued throughout the school?</p> <p>How does the project fit the schemes of work/curriculum activity for Key Stages?</p>
	Artists/Partners		<p>Have we got a contact list for all involved?</p> <p>Do the providers hold current CRB checks?</p> <p>How and when will the project be integrated into organisational development plans?</p> <p>How will we ensure that our partners understand the needs and opportunities available to them in this project?</p> <p>How can we make them feel welcome & establish good partnership relationships?</p>
	Participants		<p>How will we involve participants & at what stage?</p>

	Community		<p>How will we inform parents/carers e.g. permission slips for trips, invitations to final presentations</p> <p>How will we communicate the project to our local community e.g. local press and within our organisations?</p>
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Stage	Steps	Process	Ask yourselves
REVIEW	REVIEW		<p>Are we still on track in terms of:</p> <ol style="list-style-type: none"> 1. Aims and objectives 2. Delivery timetable <p>Have we double-checked plans/checklists budget?</p>

Stage	Steps	Process	Ask yourselves
DELIVERY	PROJECT MANAGEMENT		<p>Who is managing the project?</p> <p>Have we made contact with key people (artists, site visits and other) recently to ensure that everything is in place?</p> <p>Is everyone clear as to their roles and responsibilities</p> <p>Similarly is everyone clear about the timetable of the event?</p> <p>Have we communicated any changes to key personnel?</p> <p>Have we circulated contact details?</p>

Stage	Steps	Process	Ask yourselves
EVALUATION	EVALUATION		<p>Have we arranged for an evaluation session with all (including partners, artists, participants)?</p> <p>The principal questions now are:</p> <ol style="list-style-type: none"> 1. What have we achieved? 2. What impact has been achieved? 3. What evidence is there for this? 4. What could have been done better? 5. What have we learned to do differently this time? 6. What follow up activities need to be organised? 7. Who will write up the evaluation? 8. Have we completed a budget account and record of materials finances and time?

Stage	Name and job title	Address	Telephone and Email
CONTACT LIST			