This project plan provides an opportunity for all Partners (both staff and students) to:

* Revise the original project proposal to shape the focus of your partnership together
* Discuss your expectations for your partnership
* Discuss roles and responsibilities
* Set a timeline with milestones for the successful completion of the Project.

All partners are required to contribute to the development of the Project Plan, and this is a key opportunity for Student Partners to contribute to the intellectual design of the project. Throughout the duration of your project, feel free to revisit and amend this document as a team.

**Project title**

**Number of Student Partners collaborating on this project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Value** | **Maximum Contact hours** | **Duration of project** | **Please specify number of Student Partners required and at which level** |
| 1 | $500 | 25 | 2 – 10 weeks |  |
| 2 | $750 | 37 | 2 – 13 weeks |  |
| 3 | $1000 | 50 | 3 – 13 weeks  |  |

*Note: the maximum contact hours also include the following: 2 hour Partnership Induction; Co-developing the Project Plan; Co-developing the Retrospective Report; attending all team meetings; and tasks/activities as agreed within the scope of the Project Plan.*

**Project description**

*Briefly describe the focus of your project including context, rationale, and objectives. e.g. what will be the impact of this Project on the broader student experience?*

**Outputs**

*What are the expected outputs of this project? (E.g. what will be the deliverable/s of this Project?)*

**Approach (methods) to Project**

*What processes will you use to achieve your aims and produce your outputs? (E.g. what activities will you undertake, what methods might you use?)*

**Co-creation**

*Please describe how this project involves a co-creation between Student and Staff Partners. How will you model partnership in your project? E.g. open sharing of ideas, student partners co-chairing meetings etc.*

**Timeline**

*What is the timeline including key milestones for the project?*

**Group collaboration**

*When and where you will meet, how you will communicate, how will you give and receive feedback? How will you collaborate online? (e.g. Microsoft Teams, Asana etc.)*

**Roles and responsibilities**

*To meet the milestones set and to ensure that you complete your project on time, what will be the roles and responsibilities of each partner?*

*(Have a conversation as a team regarding the aspects of the project that each member would like to lead).*

**PROJECT MILESTONES:**

*(Please indicate the milestone dates for your project)*

|  |  |
| --- | --- |
| **Commencement Date:**  |  |
| **Milestone Check-in:***(half way through project)* |  |
| **Project Conclusion:**  |  |

*I have read the Student-Staff Partnership Guidelines (link) and agree to all requirements of Partnership Projects. I agree to collaborate in accordance with these requirements on this project and as outlined in this plan:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partners Name | Student or Staff Partner | Grant Value (as applicable) | Signature | Date |
| EG: Bob Jones | **Student Partner** | **$500** | **BobJones** | **12/03/2019** |
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