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 partnership 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 ID:

|  |
| --- |
|  |

# Project Title:

|  |
| --- |
|  |

# Number of Student Partners collaborating on this project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Value | Maximum contact hours | Duration of project | Number of Student Partners and level of contribution |
| 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 hours Partnership Induction; co-developing the Project Plan; co-developing the Retrospective Report; attending all team meetings; and tasks/activities as agreed within this Project Plan.

# Project Aims:

What challenge is the project aiming to address? What will be the impact of this project on the broader student experience?

|  |
| --- |
|  |

# Methods:

What methods will you use to achieve your outputs? (For example, focus group facilitation, survey analysis, stakeholder collaboration etc.)

|  |
| --- |
|  |

# Outputs:

What are the anticipated outputs of your partnership? (For example, develop recommendations for future course design, co-creation of assessment / learning activities, evaluating student perceptions of content/facilitation).

|  |
| --- |
|  |

# Co-creation:

How will you engage in partnership with one another? What approaches will you adopt to overcome power imbalance and what values will underpin your practice?

|  |
| --- |
|  |

# Spectrum Model of Partnership:

Please mark in the figure below your agreed expectation of where you believe your project, or project tasks, lie.

**Staff Run**

**Student Run**

#

# Roles and Responsibilities:

Each member of the project team (including staff) should outline briefly their anticipated role in the project and what their responsibilities are.

|  |  |
| --- | --- |
| Partner Name  | Role / Responsibilities  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Project Milestones:

Include milestones at which your project will aim to have completed certain phases or particular outputs. Add extra rows to the table as needed.

|  |  |  |
| --- | --- | --- |
| Milestone | Date (dd/mm/yyyy) | Goal |
| **Project commencement** (Induction date) |  | Team co-develops project plan |
| **First grant instalment**(2 weeks after the induction) |  | Student Partners submit co-developed plan via their workflow in StudentHub |
| **Project conclusion \*** |  | Team co-creates retrospective report |
| **Second grant instalment**(1 week after the project conclusion) |  | Student Partners submit retrospective report via their workflow in StudentHub |

\*Please ensure that your partnership project does not exceed 13 weeks from commencement.

#

# Project Plan Agreement:

I have read the [Student-Staff Partnership Handbook](https://employability.uq.edu.au/ssp-projects) and agree to all requirements of the Partnership Project. I agree to collaborate in accordance with these requirements on this project and as outlined in this plan. I agree to complete all roles and responsibilities as outlined within this plan, in line with the timelines agreed upon by my team.

The below tables can be printed and signed physically or digital signatures can be used (e.g. image of signature). Please add rows to the tables as needed so that all partners are included.

# Staff Partners:

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date (dd/mm/yyyy) |
|  |  |  |
|  |  |  |

# Student Partners:

Grant values as per table on page 1: $500, $750, $1000

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Signature | Date (dd/mm/yyyy) | Grant Value  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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