PROJECT PROPOSAL TEMPLATE

#### **PART A: GENERAL INFORMATION**

|  |  |
| --- | --- |
| Project title |  |
| Home Faculty/School/Unit |  |
| Start date |  |
| End date |  |
| Budget |  |
| Project lead |  |
| Project team |  |
| Contact | Name:  Email:  Phone: |

#### **PART B: PROJECT DETAILS**

|  |  |
| --- | --- |
| Abstract | *Please provide a short summary of the project rationale, aims and activities (100-150 words)* |
| Project scope | *Consider how your project will influence the student learning experience at UQ. Write a statement of the project’s* ***rationale and aims*** *and highlight* ***the evidence used to identify and prioritise the project****.* |
| Project design | *Consider whether the project design, method or approach is innovative, robust and achievable in the timeframe and is supported by a realistic and appropriate budget. Write about the* ***key activities****,* ***timeline*** *and* ***budget*** *for the project.* |
| Evaluation plan | *Consider your plan for defining, measuring and evaluating how the project will bring about substantial change in teaching and learning for students and staff at UQ. Write a project* ***evaluation plan****.* |
| Dissemination plan | *Consider a dissemination strategy that is multi-faceted and includes a range of dissemination activities and events. Write a project* ***dissemination plan****.* |
| Stakeholder engagement plan | *Identify your major stakeholders and explore ways to engage with them throughout the project, including by seeking their representation on the project team. Write a* ***stakeholder engagement plan*** *and a* ***statement of which stakeholders will represented on the project team****.* |
| Strategic alignment | *Consider how the project aligns with the* [*UQ Strategic Plan*](http://www.uq.edu.au/about/docs/strategicplan/StrategicPlan2014.pdf) *and the* [*UQ Student Strategy Green Paper*](https://www.uq.edu.au/teaching-learning/student-strategy/green-paper)*. Write a* ***statement of how the project aligns to UQ strategic plans****.* |
| Project team | *Consider whether the project leader and team have demonstrated capability (skills and experience) and capacity (time) to deliver on the proposed scale and scope of the project as well as its planned impact. Write a* ***list of project team members and their skillsets****.* |

#### **PART C: ENDORSEMENTS**

*Provide your leaders, e.g. Head of School, Associate Dean (Academic), with the opportunity to review and endorse your project proposal.*

# Head of School

I support this project on the basis of the attached documentation and undertake to provide guidance and leadership for this project.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | School |  |
| Signature |  | Date |  |

# Faculty Associate Dean (Academic)

I support this project on the basis of the attached documentation and undertake to provide guidance and leadership for this project.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Signature |  | Date |  |

# Project Leader

I agree to be nominated as the Leader for this project and understand the time commitment and work involved.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Signature |  | Date |  |