PROJECT PLAN

Name of project   **Date of plan**

50 word description of the project

Roles within the project

Name and designation	Role on project	Responsible for
Jenny Tebbit, Teaching Assistant	*Project assistant*	*Organising and running groups*

Outcomes - our guidance will help you to complete this.

Outcome	Indicator (how will you know you have achieved it?) Think of up to 3 indicators for each outcome	Measured by….say how you will measure each indicator.
Young people will be more engaged with learning	● *Attend more lessons* ● *Spend more time chatting with peers*	*Observation* *Attendance register*
1.		
2.		
3.		

Project timeline
Think about splitting your project activities into phases: for example set-up, development, running, evaluation, reporting

Activity	1st half term	2nd half term	3rd half term	4th half term	5th half term	6th half term
Report to SCF		✔		✔		✔ final report

Project plan template

Project plan confirmation

I confirm that this document describes a project which we plan to run in our school/college/provision. We will use a grant from Sheila Coates Foundation to run, manage and resource this project.

Name of Headteacher/Principal or equivalent...

Signature..   Date ....………………………………………………………………………

Project plan template   v2