

## Teachers' Toolkit

### Project initiation document proforma

**Aim**

*What is the overall goal or aim of the project, what are you trying to achieve, produce, find out, deliver?*

**Project objectives**

*What are the specific outcomes or deliverables that you are hoping to achieve?*

**Assumptions, risks, constraints and options**

*What assumptions are you making? Where is the evidence? have you carried out a risk analysis or options appraisal? What constraints are there? This helps you to define the scope of the project and what is in and out of scope (don't be too ambitious!). Do you need to carry out a stakeholder analysis?*

**Methods**

*What are the overall methods that you will use to achieve the project, eg. literature review, quantitative and qualitative – do you need to build in time for your own learning?*

**Activities**

*What are the key tasks or activities that you and others involved in the project have to carry out in order to achieve the deliverables/objectives?*

**Task allocation**

*Accountabilities, who will do what?*

**Timescale/schedule**

*What is the overall timeframe for the project (be realistic and build in contingency) and what are the timings of individual tasks. You may wish to develop a Gantt chart or other project plan that plots the activities, tasks and timeframe in one place so that you can identify critical paths*

**Budget and resources**

*Are there any costs involved – include your own time as a ‘resource’, also other resources such as printing, photocopying, phone calls, library time etc*

**Evaluation**

*How will you monitor and evaluate the success of the project. What are the indicators of success*

**Dissemination**

*How will you disseminate the findings from your project? who needs to know about it, who might want to know about it?*