Assignment Outline

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Line manager name |  |
| Date discussed with line manager |  |

This template is intended to help you and your line manager agree the focus of your commissioning activity and to help you plan your assignment. Please have **this** **assignment outline** with you ready for your project discussion with your Academic Adviser in your tutorial.

You are not required to use this specific template – you might for example choose another format to produce your outline. It is also not intended to act as a substitute for any other project plan documents or methodologies your organisation requires you to use. However, completion and timely submission of a project outline is a course requirement and the project must have been accepted by your line manager as appropriate to the needs of your organisation**. You should discuss your plan with your line manager, particularly the appropriateness of the commissioning activity you intend to do. Please provide their name and the date discussed as above.**

Under each of the headings below note briefly what information you intend to include/cover.

At the point of submitting your outline plan you may not have all the information required to complete the template in full. What’s important is for you to have enough information to satisfy yourself, your line manager and academic adviser that the chosen activity for your assignment is clear, has a rationale within your local context, and will enable you to meet the assessment criteria.

| **Assignment outline** | **Information to include/cover – be as specific as possible** |
| --- | --- |
| **Assignment title**  *Give your assignment a title* |  |
| **Demonstrate knowledge and awareness of the different stages of the commissioning cycle**  *Notes:*   * Describe the commissioning cycle in your own words * Introduce your commissioning activity – including what it is and why it is needed (its rationale) * Where does this activity sit within the commissioning cycle? What informed the activity (from previous stages of the cycle), and what actions might your activity inform next? |  |
| **Demonstrate understanding of appropriate commissioning principles and practice**  *Notes:*   * What commissioning activity are you thinking about completing for your assignment and why? i.e.: * Drawing on the course content or your own research / reading, what principles of commissioning good practice/theory are you going to apply to your activities? * Why is this considered good practice? * What outcomes are you hoping the activities will achieve? |  |
| **Evaluate the effectiveness of the activities undertaken**  *Notes:*   * How will you consider / know if good commissioning practice was achieved? * What are the potential challenges to good practice, and how will you plan to mitigate or overcome these? * How will you share your learning and reflections with your organisation, team and line manager? |  |
| **Provide a reflective commentary that demonstrates personal learning and development**   * How will you take note of your personal feelings and experiences of completing this activity? * How will you apply any learning to your future professional practice? * What have been your overall reflections and professional learnings from attending the course? |  |

Signed:

Student:

Line Manager: