## Work-based Assignment Project Outline

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| Name |  |
| Organisation |  |

This proforma is intended to help you and your line manager agree the focus of your project and for this to then be shared with your academic adviser ensuring all the assessment criteria will be satisfied.

Under each of the headings below note briefly (bullet points will do) what information you intend to include/cover. Please bring this and the assignment template and grading matrix to your support meeting for discussion along with a copy of your self-assessment from day 1 of the course.

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| --- | --- |
| Project outline | Information to include/cover – be as specific as possible |
| **Project title**  Give your project a title |  |
| **What are you thinking about doing for your project and why?**  Notes:   * Be clear as to the purpose/rationale for doing the project. Why is it necessary? * What national guidance or best practice is driving this work? * How has analysis of your current commissioning and purchasing arrangements informed the rationale? * What is your role going to be within the project? * What is the good practice you are going to bring to this project? And how does this link with theory? * What might go wrong? Explain any difficulties you foresee in carrying out the project and how they might be overcome. |  |
| **What are the products, tangible results, outcomes and outputs you’re hoping will result from the project?**  Notes:   * What’s the difference you want the project to make? * How will you know if the project’s been successful? * What will be the benefits for service users, staff or the organisation? * What will you use as evidence for the work that you have done (i.e. for your appendices)? |  |

What are the activities you’re going to be undertaking as part of the project to help you achieve the end result?

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| Stage / Activities & People Involved | Evidence / products | Timeline / Dates |
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Will you be taking a particular project management approach? What tools might you use to track progress?

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**Signed:**

Student:

Line Manager: