UNIT 4

Performing Arts In The Community

**PROJECT PLAN**

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| **OVERVIEW** |
| Summarise here the event.  Give a general introduction to what it is about.  Give Dates of the event. |
| **OBJECTIVES AND KEY REQUIREMENTS** |
| State your company objectives here. As a starting point:   1. To put on a professional community theatre event/tour that runs smoothly and safely. 2. Give the audience an enjoyable and positive experience. 3. Promote ClassAction Productions and Godalming College. 4. Act as advocates for the performing arts. 5. Raise awareness for the cause/subject matter   Try and add 5 more bullet points that are specific to your event. |
| **APPROACH** |
| How is the project going to be tackled  How will you decide what jobs need fulfilling  How will you decide who takes what jobs  How will you monitor progress |
| **MAJOR DELIVERABLES AND KEY MILESTONES** |
| Deliverables   * Performance lasting approx ….. * Event publicised in local press * Creation of FOH display * Evaluation of the project   Milestones (Give rough dates for completion of each)   * Complete project schedule * Select charity and contact * Allocate roles to company members * Marketing / publicity completed * Production support roles completed * Technical rehearsals * Performance * Evaluation and de-brief   State how you will ensure these milestones are reached and what you as a company will do if each milestone is not reached on schedule. |
| **SCOPE** |
| State everything that is covered by this project |
| **RESCOURCES NEEDED** |
| Briefly discuss all the resources you will need to complete this project.  **Then list all the resources you need to find and where you might find them.** |
| **ORGANISATION / ROLES AND RESPONSIBILITIES** |
| Give an overview of all the roles you are employing  Then state: **See organisational structure for more detailed discussion of roles and responsibilities** |
| **INTERNAL AND EXTERNAL DEPENDENCIES** |
| What can we control (internal) and what do we need to rely on others for (external)? |
| **ASSUMPTIONS** |
| What are we assuming in order to plan this project? |
| **IMPLEMENTATION STRATEGY** |
| How will we ensure the deliverables are achieved?  Then state: Please see attached marketing strategy |
| **SCHEDULE** |
| State: Please see attached production schedule |
| **RISK ASSESSMENT AND ISSUE MANAGEMENT** |
| Discuss how you as a company will deal with these issues |
| **QUALITY ASSURANCE AND CONTROL** |
| Discuss how you as a company will deal with these issues  Discuss how you will measure audience experience |