Gold: Unit 2
Leadership project plan

Purpose of worksheets: to help you create a project plan for your leadership project

★ This optional worksheet relates to pages 14-15 in your **Gold booklet** (*adviser note: toolkit pages 54-58*)

Your name.. Use these as prompt questions then create your own unique diagram or plan!

What is your role in the project? What leadership skills do you want to develop?

What is your arts leadership project? What are the aims and what do you want the outcomes to be?

Who are the participants or main audience for your project?

Who else is working with you or helping?

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How long will your project take? Factor in planning, collecting feedback and time afterwards to create a report.

What are they responsible for?

What resources do you need? Eg. equipment, space, support. Remember to think about how you're going to share the outcomes of the project with an audience.

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Before you start, start thinking about all the practical things you'll need to consider. Make a note of things to discuss with your adviser. Here are some ideas to get you started:

practical issues	things to discuss with your adviser	agreed actions or advice
How will you share the project with the public? • do you need a venue or equipment? • how much will it cost? • how will you advertise or promote your event/publication? **Health and safety** • have you done a risk assessment? Do you need insurance? • are you following child protection procedures? • how will you respond to emergency situations? **Leading the project** • how will you find people to take part? • how often will you meet with the project team? • who will have responsibility for each area?		

Feedback & evidence

⭐ How are you going to collect feedback from a range of people involved in your project?

Ideas....

questionnaires   comments box   **comments poster** online voting

red amber green feedback sticker system   **speech bubbles poster**

text message comments   video box   **feedback from**

professionals

Remember to collect evidence throughout the planning and delivery of your project (eg. photos, recordings, diary notes, sketches, rough plans).