

Module 2: Project Design and Management

LU 7: "Project Management"

Partner: Technological University Shannon (TUS)

WBL Activity



WORK-BASED LEARNING (10 Hours)

The proposed activities might be implemented individually or in groups of learners that implement the WBL part of their training in a social enterprise.

WBL Activities

During your time in the social enterprise please complete the following:

1. A summary brief: liaise with your manager/CEO/founder in your Social Enterprise to identify a potential future project. Do a brief preliminary summary of the main focus areas of the project in terms of project management by completing the table below. You may have to liaise with the financial department of the Social Enterprise for estimate of costs and time.

Background to the project (PLEASE KEEP BRIEF)
General aims(s)
Initial Risks
Expected Outcomes
Benefits of running with this project

Initial estimates of cost and time €:

2. The next step is to outline the project in more detail. Please complete the table below

Project Definition Form [or PID]	
Project Title:	Put here a very brief title
State below the link with the strategy of your Social Enterprise	
Project Background:	The background to the project. Enough information to inform the reader.
Project Benefits:	An outline of what the benefits are to the organisation, individuals or stakeholders in delivering the project
Project Objectives:	The specific objectives for the project.
Project Deliverables:	What you will be delivering at the end of the project. NOTE: these are the what you will have at the end of the project, e.g. a report, improved service levels etc.

Project Milestones	Outline key dates in the project. Attach a Gantt chart to outline the key milestone dates and deliverables
Success Criteria:	How you will measure the success of the project. NOTE: the success criteria must be measurable.
Constraints:	Examples here can be specific (a skill which the project team must have) resources, or a legal deadline – NOTE: only include time and money if you can quantify them.
Key Assumptions:	The assumptions you are making in putting this document together.
Communications and Dissemination Plan	Brief outline
Project Manager:	Who fulfils this role and <u>what they do.</u>

Project Board/Steering Group Members:	Who fulfils these roles and what they do. NOTE: may not be appropriate for <u>all</u> projects	Project Team Members:	
Outline the roles of each of the Project Team Members			
Budget ①			
Resource Costs:		Other Costs:	
Total costs (attach a breakdown of the overall budget)			
Start Date:		Completion Date:	