



Project name	Student Retention
Project manager	Jamie Smith
Project sponsor	SMT/Ruth Taylor
Date agreed	TBC
Agreed by	TBC

Project brief

The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.

I intend to gather research into student retention and then use this to look at the relationship between retention and the Students' Union. This research can be used to analyse how we support students, broken down into levels and where we can increase our support.

I will use data such as retention of students, withdrawals, success rates, timeframe of withdrawals, reasons why, Destinations of Leavers from Higher Education survey, and other useful data.

Teesside Students' Union released a similar piece of data and the university reacted in a very positive way. For more information on their research you can look at: <https://www.tees-su.org.uk/about/tusupremium/>

Project overview

A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?

Retention at Anglia Ruskin is very poor. We need to find out why, if interaction with the Students' Union aids in student retention and/or success rates and how the Students' Union can support students and the student experience further.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Students' Union has further understanding into how we contribute to student retention	A list of recommendations is produced from the data	Action Plan put in place
	University notes the data and report and relationship is improved	Potentially further funding given in block grant
	Student voice/Question 26 sees a 10% rise in students feeling we have aided their academic experience by 2020	NSS scores are monitored
ARU and Students' Union to work in partnership on the ongoing student retention matter	Student Retention working group actively works in collaboration on the Students' Union action plan	Actions being taken on by university if applicable
	University actively works to improve resources for the union to achieve their action plan	Union to set up a retention working group internally with university representation
	University aligns their action plan to collaborate on common themes (e.g. poor SU interaction & low NSS satisfaction scores)	

Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

This project is going to use data to create a report highlighting recommendations on where the union actively contributes to the retention and/or achievements of core students at Anglia Ruskin University. It will also outline an action plan for how the union improves its involvement/support where needed.

This project does not fall under the scope to deliver on the actions recommended by the report due to time constraints. However, this will be taken forward by the union without my lead. It will also not include partner colleges/institutions as Anglia Ruskin Students' Union does not represent them.

This project works within the parameters of the Student Retention Working Group and looks to assist, not duplicate work already happening.

Deliverables

List the outputs of the project.

- Data spreadsheets and a report with recommendations on how to improve SU involvement/support in student retention.
- A working group with clear aims and objectives working from the recommendations from report.
- Improved percentage on question 26

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

Students, Anglia Ruskin Students' Union and Anglia Ruskin University.

Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Jamie Smith (President)	Lead the project Ensure deadlines are met Regularly update RT the SRWG and the SURG Gather data from the university
SMT	Support Jamie in her responsibilities Delegate work where necessary to the members of their team best suited to fulfil
Union	Be inspiring leaders in the development of the project and invest in our involvement in student retention
Ruth Taylor	Be an external support providing knowledge and skills to aid the project where necessary Meet regularly with Jamie (monthly) to receive project update

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

This piece of work is very data heavy meaning analyse will take a long period of time. There could be a potential implication on staff work load.

This research could potential reflect negatively on the Students' Union but this implication is mitigated by the unions' agreement to work towards improvement.

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
DPRS	Data protection regulations are changing and therefore the university does not need to share with us certain information it used to. Working in partnership on their data is crucial and our relationship with the university, our shared interest in retention improvement and our partnership agreement will mitigate this
Anglia Ruskin University	Unwilling to share data (Retention is very important to the university so this is unlikely)
Officer Term	Time scale of officer terms means that the project lead will be unable to see out the actions
TEF	There is potential that the TEF will move to a departmental level. We would need to ensure we ensure we maintain our stance on the TEF in line with our policy and values. We also need to ensure all data is confidential.

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

I recognise I do not have the skill set to analyse the data I will be receiving. There is potential for hiring a member of student staff to aid in this. The cost implication of this is roughly:

