

## Project Plan

**CAMPAIGN PROJECT PLAN**

<b>Project Title</b>	<b>Start Date</b>	<b>End Date</b>
Society Skills	August	Ongoing

<b>Lead Officer/Rep</b>	Matt Hayes	<b>Officer Support</b>	ACW/FLY/LD
<b>Staff Support</b>	AD/DF/RG	<b>Exec Support</b>	

<b>The problem</b>	<b>Evidence</b>	<b>Vision</b>
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p>A lot of societies don't realise the facilities at their disposal. Too many societies rely on their grants to see them through a semesters. By empowering them to put on their own events, we will create a better SU community as well as giving the societies more opportunities.</p>	<p><i>How do you know it's a problem?</i></p> <p>Having been Student Staff, I saw how many events could have been so much better with more structured organisation.</p> <p>The #LoveSocieties data shows that societies are a huge part of people's university experience but there was only 4 responses that mentioned collaborating with other societies.</p>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>An SU where all societies have the skills to make the most out of all resources available to them, be that putting on events, applying for supplementary grants, etc.</p>

<b>Aim</b>	<b>Objectives</b>
<p><i>What is the purpose and broad activity of the campaign?</i></p> <p>To create a better COMMUNITY of societies where people utilise each other's strengths as well as gain new skills to help their own societies and others.</p>	<p><i>What are the specific objectives of this campaign? What will it achieve?</i></p>
	Societies will not be reliant on their grants for their operation; they will organise events which bring in a profit that can be used to fund more material things/activities.
	The process of booking The Academy and 92 will be simple for society committees.
	Course-based societies will have strong links with their relevant courses, schools and faculties and feel comfortable contacting staff to give talks on their specialist subjects etc.

<b>Key Stakeholders</b>	<b>How to get them on board</b>
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
Society committees	Workshops to contribute towards additional grant possibilities (Tier system)? Food. Freebies (SU Awards tickets).
Activities team	Show them how beneficial the sessions will be for all societies. Could increase engagement with the union.
Course Leaders	Food and drink. Academic evidence that CBS increase skills etc.
Commercial Team	Hold event workshop in 92/Academy and have the bar open so that people can see it in action.

### **Project Team and responsibilities**

*Who is going to help you and what are their responsibilities?*

Bee – To plan and execute the CBS/faculty networking events

FLY – To assist with the delivery to Chelmsford societies.

Abi – To help promote workshops to societies.

Comms – Help with designing of workshop resources and promotional materials. MSL emails to committees.

<b>Consultation/Approval</b>	<b>Date</b>	
<b>Campaigns Coordinator</b>		✓
<b>Executive Committee</b>		✓
<b>Students</b>		✓

<b>Deliverables</b>	<b>Departments Involved in Delivery</b>	<b>Monitor, Measure and Evaluate (KPIs)</b>
<p><i>What will the outputs of the project be (an event, a facebook group)</i></p> <p>An ongoing series of workshops that will be delivered to committee members. The first two will be 'booking and executing an event' and 'applying for extra funding and grants'.</p> <p>An 'Event Brief' document that details what resources a society has at their disposal for events.</p> <p>A networking event that encourages course-based societies to liaise with faculty staff.</p> <p>A survey where society committee members can vote on the content of further workshops.</p>	<p><i>Are there any specific Students' Union departments/teams that you would like to be involved?</i></p> <p>Commercial team Activities Comms</p>	<p><i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i></p> <p>Have one committee member from 50% of societies attend a workshop</p> <p>Have an attendance of 30 to a workshop</p> <p>Temperature check at beginning and end of year</p>

<b>Detailed Timeline &amp; budget</b>				
Dates activity	Activity	Action	Who's doing it	Cost
<i>When?</i>	<i>What?</i>	<i>List what needs to happen for your activity to take place</i>	<i>Who is responsible?</i>	<i>How much money will this cost?</i>
Oct	Faculty networking events x4	Book rooms, purchase of drinks, contact with faculty staff, CBS, Faculty Reps	Bee Newbould	£200 (£50 per event) for food and drink
Oct/Nov	First 2 workshops	Book room, purchase food & drink, contact societies, organise workshop materials.	Matt Hayes	£50 for food and drink (x2) - £100

November	Survey committees – what do they want to see in future workshops.	Create survey, attend society meetings to get responses.	Matt Hayes	Low cost, possible incentives like sweets? £20
Aug-Oct	Design first two workshops	Organise people to give presentations, decide content, research, design powerpoints, plan activities, sample drinks for events, AMT to set up Academy for Event workshop	Matt, discuss grants with Abi, talk to Max Colverson about AMT, work with Rhys to design some sample drinks.	Low cost, sample drinks £60.

**TOTAL COST: £380**