



Project name	Cultural G.I.A.G
Project manager	Eliza Torres, VP (Health, Social Care, Education and Medical Science)
Project sponsor	TBC
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.

This project aims to bring about cultural awareness and a love for diversity. This would be an opportunity for students to be empowered to share their culture with the ARU student community and to allow others to learn more about their respective cultures. The students will pick up their boarding pass tickets for the event and have individual mock passports as well. The passports will be stamped upon entrance to the event once the student has attended all 3 events and received the respective stamps, they will be invited to attend a party in celebration of their completion. The certificates will declare that they are world travelers etc. At the start of the event there will be fact sharing, activities, learning of two phrases in the particular language, games and food.

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?

The overall purpose of this G.I.A.G is to help international students and home students feel like they have been able to bring their culture and share in a love of their culture with other ARU community members. This project needs to be done because it perfectly fits in with goal four which is to proactively support students to thrive in an inclusive and welcoming environment and goal five which aims to create opportunities and deliver activities that make students proud to be part of the ARU community.

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>
	Student involvement	Brief feedback survey

Inclusivity and appreciation for diversity		

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 is a chance for cultural exchange, fun and a chance for students to feel empowered to share their culture. This isn't a diversity and inclusion workshop, although the aims of the event are to promote diversity and inclusion.

Deliverables

List the outputs of the project.

Student engagement, student satisfaction, ARU pride, sense of community and diversity empowerment.

Key stakeholders

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

Sabbatical team, some members from student services and other members of staff that I have met and spoken with.

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>
Activities team	They run GIAG so their input and assistance would be needed and welcomed.
Representation coordinators	To ensure the students are a part of helping to create the event and that their voices are heard, through contacting various clubs and societies.

Sabbatical team	Provide help when they are able and I am in need of assistance and possible help running the event in Cambridge as well.
Communications team	They would help me create the boarding passes and passports to ensure ARU branding is all over it/ that it is fun and inviting! They will also ideally help with the creation of flyers to help promote the events.

Implications for the organisation

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

The impact that this project could have on students is huge! We are a part of a diverse community and as a university and union we aim to be inclusive and celebrate diversity. This would be a prime event to showcase just that and to all the while empower students to share their culture with the ARU community during a time other than Global week festivities. Also it could be a way for prejudice, barriers and stereo-typing of cultures could be broken down. We would be learning from each other creating an exchange of ideas and information.

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Food allergies	Take every precaution to ensure foods are properly labeled with any potential food allergens listed
Someone could trip and fall down the stairs in Tindal	Ensure that sign posts are in place for designated exit and entry points. As well as warning of the dangers of stairs and lifts.
Someone could be triggered by the event	Taking lots of student feedback into consideration and allowing students to play a direct role in creating these events so that cultural appropriation and stereo-types are not making others feel disrespected.
Someone could choke	Ensure that sign post are available showing the Heimlich maneuver and possibly having someone trained in first aide in attendance. Also tell people to take care when chewing and eating their food.

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.

A guesstimate approximation of how much the event would cost would be around five hundred pounds. Due to the fact that there will need to be at least two members of staff and the resources needed to ensure the event is ran well and to good quality standards. Some costs associated with the event would be food, drink and supplies for activities.

