

Project name	De-Stress Fest
Project manager	Jamie Smith, Eliza Torres
Project sponsor	Katie Pether, Rose Williamson
Date agreed	
Agreed by	

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.

De-Stress Fest is a recurrent event that the Students' Union has committed to annually. Through the officer-led campaign for De-Stress events, led by Eliza Torres, we have chosen to combine the April De-Stress event with the wider De-Stress Fest. Last year, this event was a huge success. It was memorable for many students, and ARU Students' Union is working interdepartmentally with Student Services and Residential to provide a full calendar of activities.

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?

De-Stress Fest is run in April or May in order to alleviate exam and dissertation stress. We have chosen to do De-Stress Fest slightly earlier this year than last year, but with an aim to not only run events which are fun and relaxing, but also some which will help students to build abilities to alleviate stress as they enter the exam season. We are also conscious that students are less time poor before exam season, and will be likely to take part in more activities and events. Events will be a combination of fun events,

events which teach students how to alleviate their stress, and practical events which put them in touch with advisors and services teams in case they need support.

Aims and objectives

<p><i>Broad statements of intent about what the project is trying to achieve.</i></p>	<p><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></p>	<p><i>How will you measure success?</i></p>
<p>Students feel that ARU Students' Union provides activities at the right time to support their studies and improve their mental health and wellbeing</p>	<p>Culmination of monthly De-Stress events in a large, pre-exam week to provide students with opportunities to de-stress in the moment as well as build skills to de-stress in the future.</p>	<p>Successful calendar of events with activities on all campuses; Engagement of students in activities and events; Students feel less stress (could be measureable via feedback opportunities at De-Stress events).</p>

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 partly an extension of our mental health work and Let's Be Honest. It is focussed in the week of April 23rd-27th. De-Stress Fest is an opportunity for fun events and practical mental health support. It is not academic advice for student dissertations and exams (unless the Library Services offer a Study Skills Plus session which addresses that; ARU SU will not be providing academic advice).

Deliverables

List the outputs of the project.

A week's worth of events and opportunities for students to De-Stress and improve mental health.

Key stakeholders

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

Executive Officers, Students' Union Staff, University Staff, societies

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	Coordinating activities, events, and officer presence
Eliza Torres	Coordinating activities, events, and officer presence
Katie Pether	Coordinating operational tasks and society presence
Rose Williamson	Coordinating operational tasks and budget
Student Services (Jamie Carsons)	Coordinating Well Fair and Student Services activities

Residential Services (Emma Stokes)	Coordinating Residential Leavers' activities
Active Anglia	(expressed interest in getting involved)
Library	(expressed interest in getting involved)

Implications for the organisation

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

This is an annual event which students and university staff expect us to put on – by running it successfully and getting students engaged, we can improve our visibility and the way students feel about ARU SU in the process.

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Events will span a wide range of activities, including some active events such as archery and horseback riding.	Risk assessments will be in place through the appropriate services to mitigate chance of harm.
Mental Health is a delicate topic and we risk giving 'de-stress' advice which sounds like therapy or counselling.	Advisors will be on hand throughout the week in case we feel students need further support. Staff and officers will not deliver therapy or counselling.
Working with university departments can sometimes present difficult barriers.	We can use this as an opportunity to build relationships and partnerships.

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.

See budget request form.