

# **HEACF PROJECT OVERVIEW**

## **COMPLETION NOTES**

**Project Title:** What the project will be called

**Project Summary:** A brief description of the main details of the project

**Aim:** A general statement regarding what the project is trying to achieve

**Objectives:** More specific description(s) of what the project is trying to achieve. Objectives must be SMART:

- ◆ Specific – the objective should state a precise outcome/output from the project
- ◆ Measurable – it should be possible for the achievement of the objective to be measured/quantified
- ◆ Achievable – the objective should be capable of being attained with a reasonable amount of effort and application
- ◆ Realistic – there should be access to sufficient resources in the project to make the achievement of the objective possible
- ◆ Time-bound – the objective should have a defined target date for attainment

NB – there is no maximum/minimum number of objectives required for a project.

**Marketing/recruitment strategy:** A statement regarding the plan for marketing the project and recruiting volunteers

**Deliverables:** A statement of the tangible, verifiable outputs (physical products) which will achieve the stated project objectives. The proposed outcomes (effects) of the project may also be included in this section.

**Timeline:** The proposed start and end date of the project and the frequency/duration of the volunteering activity

**Number of volunteering opportunities:** The proposed number of volunteers who will be able to participate in the project

NB – HEACF DEFINITION OF A VOLUNTEERING OPPORTUNITY:

*“Ideally a single opportunity should be an ongoing link between an HEI and external not-for profit organisation where there is the potential for a succession of volunteers to take advantage of that opportunity. If the new link allows several volunteers to be active at the same time – ‘on the premises together’ – this could count as several opportunities.”*

**Reporting/Evaluation plan:** A statement regarding how the progress, results, impact and outcomes of the project will be recorded, monitored and appraised (eg how will the achievement of the project objectives be measured?).