Project Phases to Plan

1 – Concept

An idea occurs to you, or a problem presents itself
- Is it a problem which affects students?
- Is it something that the SA Framework group is already focussing on?
- How does this fit around your other political priorities?
- Is this something I can fix?
- Is fixing it the best use of my time, or could another solution be found?
- Who would I need to work with to fix it?
- Do we have the resources to fix this now?

2 – Research

You need to find out the scale of the problem:
- How many students does this affect?
- How does it affect them?
- Is this something people have tried to fix before/elsewhere? Could I ask them for their advice?
- Is this something that you have data on e.g. Did this come up in your Education Scotland report?
- Who do I need to convince to take this forward as an issue?

3 – Design

You've identified the problem, you might have some ideas what to do about it. Now you have to design your solution:
- What resources do I need to make this work?
- Who else should I be involving in the project?
- How much time might it take?
- How will it fit with my workload?
- Could this be handled by other groups of students?

4 – Implementation

You've sorted out your plan (and some contingencies), now you have to make it work;
- What's my role at different points of the process?
- How can I support those around me in the work?
- How can I make sure that students are as involved as possible?
- How should I start the project? What level of work is required at each stage?

5 – Review and Close

All projects come to an end: you need to plan how this will happen, but also what changes you want to see and how you'll know these have happened:

- When will the project come to an end?
- Will there be a winding-down process or will it just finish abruptly?
- What changes do I want to see after this?
- How can I make sure these changes are recorded?