

Placement scheme

Project Definition Template

Researchers to complete with partner's agreement and approval.

This document confirms the project's objectives and outputs and illustrates how and when these will be achieved. The Document identifies the workstreams required to deliver the project's outputs, and if working in a team, those responsible for managing and coordinating the activity within the assigned workstream.

To help you complete this plan, we will use examples in each section from a real [KE project previously completed](#).

Project Title:
Partner:
Partner overview (50 words):
Partner website and social media:
Partner Lead (Title, Name, Surname, Job title)
Researcher(s) (Title, Name, Surname, HEI, Faculty, School)
Researcher(s)' website and social media:
Project start-end date:
FT/PT, nr of work days per week:
Project Location/modality: <i>e.g. 100% remote, 50% remote and 50% face to face (Location), 100% face to face (Location)</i>

Date of this document:

Project Details

Background (approx 150 words)

What is the real world problem/challenge that this project is going to address? And why is the project needed to the partner? Use the Project Brief and/or any other relevant information from the partner to outline the background to and context of the project.

e.g. Black women are under-represented in leadership positions. This project will equip the partner with precise data to support them in the development of specific services to be offered to Black Female Professionals to advance in their career.

Project Objectives (approx 150 words)

In the context of the problem outlined above, what are you aiming to achieve through delivering this project? What is the desired change in real-world circumstances or behavior that this project will achieve through its actions/activities?

- 1. e.g. Define the barriers faced by Black professional women in England to advance into leadership positions.*
- 2.*
- 3.*

Activities (Approx 100 words)

In order to achieve the above objectives, what are the actions/activities you will complete as part of this project? Please give only a top-level list of the main activities you will carry out here (a full chronological list of activities and milestones will instead go in the Activity Schedule below). Make sure you make this list [SMART](#): objectives must be Specific, Measurable, Achievable, Relevant and Timed.

- 1. E.g. Conduct 30-min interviews (on Zoom) with nine Black Professional Women in North England to explore any barriers they encountered in their career progression.*
- 2.*
- 3.*

Outputs (approx 100 words)

Outputs refer specifically to the particular TANGIBLE services, results and/or products that are generated as a result of the project activities and that deliver the project's objectives. What do you expect to 'produce' as part of this project as tangible outputs for the partner? If you are producing a Research Report for the partner, you can use our [template](#).

- 1. E.g. Public-Facing Materials: 30 Anonymised Testimonials and 10 Infographic(s) of themed data digest, capturing the voices and experiences of at least 20 Black Female Professionals.*
- 2.*
- 3.*

Stakeholders & Outcomes (approx 150 words)

Who are the project's stakeholders and beneficiaries? What will they be able to do as a result of this project?

E.g. Black Female Professionals: will benefit from tailored support and development opportunities, provided by the partner, to support them in advancing their careers to leadership roles.

- 1. Stakeholder: Outcome*
- 2. Stakeholder: Outcome*
- 3. Stakeholder: Outcome*

Engagement and Communications

Building on your Project Objectives above, outline your communication objectives and audiences.

Key communications objectives

- 1. One*
- 2. Two*
- 3. Three*

Key audiences

- 1. Audience: What specific area/finding of the research they might be interested in*
- 2.*
- 3.*

Is any of your outputs and related materials publishable (and can be added to your final Case Study)?

- 4. One*
- 5. Two*
- 6. Three*

Section 2: Project Activity schedule

Actions taken or work performed to create project results.

List major project tasks/milestones	Nr of work days/workload	Start date	Completion date

We recommend you create and use an online project plan e.g. Microsoft Planner or [Asana.com](https://asana.com) with a more detailed task list and schedule to keep track of your project. These online plans can be modified as the project progresses and synchronised with your online calendar, to stay on top of tasks and deadlines, especially if you are collaborating with other people to deliver it.

SIGNATURES

1. For and on behalf of the Partner:

Signature:		DATE:	
NAME IN BLOCK CAPITALS:			
JOB TITLE/ROLE:			

2. The Researcher:

Signature:		DATE:	
NAME IN BLOCK CAPITALS:			