

PROJECT MANAGEMENT PLAN FOR DEAN'S DONATION FUND

<TEAM/ CLUB NAME>

<DATE>

Template based on one from: www.ProjectManagementDocs.com

ALONG WITH THE COMPLETION OF THE FOLLOWING APPLICATION, PLEASE ALSO INCLUDE:

1 Executive Summary

- Clearly state the “ask” amount of funding from the Dean. Be specific as to what this funding will be used for.
- Please indicate the date of the competition/event, the location and purpose
- Provide the implications if the team/club do not receive the full funding request
- What is the return on investment and impact on Engineering students?

2 Budget – must show a balanced budget that includes Opening Carryforward, Revenue (Donations, Sales & Fees) and Expenses. (Please refer to Appendix A)

- a. Donations: must include external corporations/industry sponsorships, internal Queen's funding (i.e. Engineering Depts., Smith School of Business, etc.), Dean's Donations and any other funding from the Dean's office. i.e. Shell Experiential Fund (Team specific), Visiting Speaker Series Fund (Conference specific), QIC Funding (Conference Specific).
- b. Expenses – suggested categories but not limited to the following: travel, accommodations, registration fees, equipment, parts, supplies, shipping, etc.

(The following is for Design Teams only)

- ****NEW process** - Provide the name of the Academic Advisor for the team**
This individual is to review the application prior to submission. Once application is reviewed, an Approval Form must be signed by the Academic Advisor and included with the complete application prior to the submission date.
Please note that the deadline is firm with no exceptions.
- **Safety Plan** – must be included with the application for all Student Teams. i.e. Baja SAE Design Team, Fuel Cell Team, Aero Design Team, Formula SAE Team, Concrete Canoe Team etc.

As for all student teams travelling off-campus and student conferences held off-campus you must adhere to the “[Off-Campus Activity Safety Policy \(OCASP\)](#)”. It is strongly recommended that you complete the requirements of OCASP six weeks in advance of travelling. If not, you run the risk of not getting the approval to travel.

1 INTRODUCTION

The introduction needs to provide a brief description of the team along with the following:

- Outline the overall objectives for the year.
- The objectives which are valued most highly by the Faculty are skill-development opportunities in the following areas.
 - Innovation
 - Problem-solving
 - Teamwork across disciplines and cultures
 - Leadership
 - Project planning
 - Design
 - Marketing
 - Communication

1.1 Team Introduction

Provide a list of all members of your team including discipline. Please include the name of the Academic Advisor if applicable.

Table 1: Sample Project Team Directory

Funding Application			
Name	Title	Discipline	E-mail address

2 LOGIC MODEL

Start with your overall **objectives** and identify what **activities** will meet each objective. Once you have identified the activities, then list the **resources** needed to succeed in them. Resources may include people (identify needed skills), space, tools and consumables.

Depending on the complexity of your project, this may need to be broken down. High-level activities should be divided into sub-activities, with their associated resources. It is important to identify main activities because these will be the phases of your project, corresponding to milestones.

*Make sure you can account for **all** aspects of the project, including fundraising, marketing, permissions, travel arrangements, and risks involved with the project.*

2.1 Schedule Baseline, Work Breakdown Structure, and Staffing

Identify a reasonable deadline for each activity from your logic model. Table 2 provides a general framework for the approach which will be taken to create the project schedule (Gantt chart). Effective schedule management is necessary for ensuring tasks are completed on time, resources are allocated appropriately, and to help measure project performance. This section should reflect the scheduling tool/format to be used, your schedule milestones in the *form of a Gantt chart*, and your schedule development roles and responsibilities.

2.2 Resource Calendar & Cost Management Plan

Include a Resource Calendar as part of your project plan. The resource calendar identifies key resources needed for the project and the times/durations needed. Some resources may be needed for the entire length of the project while others may only be required for a portion of the project. *This information must be agreed to by the Project Sponsor and Functional Managers prior to beginning the project.*

Combine 2.1 and 2.2 in the following table 2. Identify and estimate associated monetary costs, if applicable. The Cost Management Plan will also define who is responsible for raising funds and for managing them, who has responsibility to authorize the budget, and the date by which funds will be needed.

2.3 Risk Management Plan

This section provides a general description for the approach taken to identify and manage the risks associated with the project. It should be a short paragraph or two summarizing the approach to risk management on this project. Table 3 shows a sample planning and reporting format.

Table 2: Resource Calendar & Cost Management Plan

Funding Application								
Project Phase (including start and end dates)	Tasks Involved	Resources (from Logic Model)		Date(s) needed	Monetary cost (\$) (anticipated)	Total budget for phase (anticipated)	Funding Source(s) and person responsible	Budget authorization authority (name)
		Name of resource	Who is responsible?					
<Phase 1>								
<Phase 2>								

Table 3: Risk Management Plan

Funding Application		
Project Phase (including start & end dates)	Anticipated risk(s)	Approach to managing each risk

3 APPENDIX A

[Team Name]	Amount	Comments
Opening Account Balances	\$ -	
Operating Fund	\$ -	
Trust Fund	\$ -	
REVENUE		
Internal Funding		
Dean's Donation	\$ -	
	\$ -	
	\$ -	
Total Internal Funding		
External Funding		
Government Grants	\$ -	
Foundation Grants	\$ -	
Registration Fees	\$ -	
Donations	\$ -	
Total External Funding		
Total REVENUE		
EXPENSES		
Travel	\$ -	
Accommodation	\$ -	
Registration Fees	\$ -	
[Itemized expense]	\$ -	
Total Expenses		
Total EXPENSES		
Net Income (Revenue-Expenses)		
Ending Account Balance		