

**PROJECT MANAGEMENT PLAN
FOR DEAN'S DONATION FUND**

<TEAM/ CLUB NAME>

<DATE>

***** ATTENTION - Design Teams, Clubs, and Conferences *****

The 2020 Fall term applications for the FEAS Dean's Donation is now open. However, in response to the COVID-19 pandemic and its impact on health and safety at Queen's University, the FEAS has implemented the following restrictions that will affect design teams, clubs, and conferences for the 2020-2021 academic year:

- Design team access to designated spaces on campus will not be allowed at the start of the term as they do not comply with physical distancing requirements. This may change at some point in the year.
- It is assumed at this point that all competitions and conferences will be virtual and not in-person. With this assumption, there should be no (or minimal) travel required.

When drafting your application for funding from the Dean, please make sure the team has accounted for these restrictions. Before applying for funding, it is encouraged that all design teams, clubs, and conferences think critically about their goals and financial needs for the 2020-2021 academic year.

Please ensure the following is completed along with the application:

- **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.

All student teams travelling off-campus and student conferences held off-campus 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.

(For Design Teams only):

- **Academic Advisor** - Provide the name of the Academic Advisor for the team within the Executive Summary. This individual is to review the application prior to submission. The Approval Form must then be signed off by the Academic Advisor and included with the complete application package prior to the submission date.

Please note that the deadline is firm with no exceptions.

APPLICATION

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 does not receive the full funding request
- What is the return on investment and impact on Engineering students?
- Include the Academic Advisor name, if applicable

2) Introduction

- The introduction needs to provide a brief description of the overall objectives for the year. In addition to the objectives, please describe how the team/club provides opportunities to strengthen a student's CEAB Graduate Attributes. Please refer to the following link from the Engineers Canada website <https://engineerscanada.ca/sites/default/files/Graduate-Attributes.pdf>. Select 3 to 4 of the 12 attributes to focus on in your explanation.
- Please complete the following Table 1 by providing a list of the senior executive members of the team/club including discipline. The remaining full list of team member information can be included in the appendix.

Table 1: Sample Project Team Directory

Funding Application			
Name	Title	Discipline	E-mail address

3) Logic Model, including Resource Calendar & Cost Management Plan

Complete Table 2. Start with your overall **objectives** and identify what **tasks** will meet each objective. Depending on the complexity of your project, it is important to identify main tasks as these will be the phases of your project. Once you have identified the **tasks**, then list the **resources** needed to succeed in them. Resources may include people (identify needed skills), space, tools and consumables. These may need to be broken down into phases. High-level activities should be divided into sub-tasks, with their associated resources.

Include a Resource Calendar as part of your logic model. 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.*

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

Table 2: Resource Calendar

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>								

4) Budget

Must show a balanced budget that includes Opening Carryforward, Revenue (Donations, Sales & Fees) and Expenses. (Refer to Table 3)

- 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).
- Expenses – suggested categories but not limited to the following: travel, accommodations, registration fees, equipment, parts, supplies, shipping, etc.

Table 3: Balanced Budget Template

[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		

5) **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 4 shows a sample planning and reporting format.

Table 4: Risk Management Plan

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

6) **Commitment to Equity, Diversity, Inclusion and Indigenization (EDII)**

This section provides a description of the specific actions the team will take to promote equity, diversity, inclusion and indigenization (EDII) in their team and through the outcome of the proposed project deliverables. Outline how the team structure and composition will specifically address these needs and what EDII considerations the team will incorporate in their design, delivery and application of their project.