

## **SAMPLE PROJECT PLAN**

### **PROJECT PLAN:**

#### **Speak Out Event**

##### **What:**

- An event to get service users' view of the service and ideas for improvements.
- The event will include entertainment, complimentary therapies, information stands, etc.

##### **Why:**

- The service is for the people who use it so it is important to hear from them what it is like to receive the service, what works and what does not work and get their ideas for improvements or other things we can do.
- Our funders require us to involve service users.
- We want the event to lead to getting service users more involved.

##### **Who:**

- Current service users
- Senior member of staff (e.g. director of operations, service manager)
- Other staff (to be decided)

**When:** Friday 20 October from 12.00 until 4.00pm (provisional date and time)

**Where:** Pleasant venue, away from the service (to be arranged)

**Estimated cost:**

**Budget:** Service user involvement and service evaluation budgets

## SAMPLE PROJECT PLAN

	<b>Tasks</b>	<b>Who</b>	<b>When by</b>	<b>Comments</b>
Convene a working group to plan and organise the event	Write a brief description of the working group: <ul style="list-style-type: none"> <li>• Purpose</li> <li>• How often it will meet</li> <li>• How long the meetings will be</li> <li>• How long the group will exist</li> <li>• Information about payment (if any)</li> <li>• Information about reimbursement of expenses</li> <li>• What members of the group could get out of being involved</li> </ul>	SUI lead	Before May team meeting	
	<ul style="list-style-type: none"> <li>• Explain idea of event to colleagues at team meeting and give them description</li> <li>• Ask for 3 staff volunteers</li> <li>• Ask them to each recruit a service user to come on to the working group</li> <li>• Ask them to give the service users the description</li> </ul>	SUI lead Staff	May Team meeting	
	<ul style="list-style-type: none"> <li>• Set a date for the first working group meeting</li> <li>• Book meeting room</li> </ul>	SUI lead	Beginning June	
Pre first working group meeting	<ul style="list-style-type: none"> <li>• Send out meeting invitation and agenda</li> <li>Sort petty cash for expenses and vouchers for payment (if any) for SUs coming to working group meeting</li> <li>• Organise refreshments for meeting</li> </ul>	SUI lead	1-2 weeks before meeting	





