

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

<TEAM/ CLUB NAME>

<DATE>

Please ensure the following is completed along with the application:

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. Submit separately in Excel format. (Refer to Table 3)

- 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.

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) **Safety and Risk Management Plan**

A 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.

The safety plan must include these elements:

1. What is the design team, project, or activity?
2. What are the principle safety risks associated with the design team, project, or activity?
3. How are those risks mitigated? (procedures, training, avoidance, etc.)
4. Outline the organizational structure and who is responsible for what aspect of developing, maintaining, and implementing the safety plan and operating procedures.
5. Who within the organization will ensure that training is provided and the safety plan and operating procedures are maintained/updated when required?
6. What is the emergency plan in the event of an incidence? (the safety plan is designed to reduce risk and the inclusion of an emergency plan section identifies what the contingency plan/procedure in the event that something goes wrong)

This safety plan should be less than 5 pages long. Please develop and reference detailed procedures where needed in order to conduct yourselves safely. The additional procedures must be available for review on request but do not need to be submitted for this application.

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. Address the following questions:

- a. What recruitment tactics have you taken to prioritize applications from equity-seeking groups?
- b. If hosting an event; what marketing and communications have you considered that could promote your event to equity-seeking group participants?

7) Marketing and Communications

- a. What are you planning that could support marketing and communications in showing Queen's Engineering in a positive light for student recruitment or alumni communications? Are you organizing any conferences, workshops, or similar events?
- b. Does your project or focus have a particular interesting visual aspect or flair that would work well for photos or video?
- c. Does your group have a communications team that could liaise with our marketing and communications staff?
- d. Is your membership / group composed exclusively of Queen's Engineering students, or will other students from across Queen's or other schools be involved?
- e. Is your organization completely local, or a chapter of a larger organization? If the latter, are there communications staff at the larger organization that we could liaise with?