Active Project Component

Project Report

Participant's Name and Faculty:

Title of Project:

Completion Date:

Executive Summary
(approx 350 words)
Background to project
- Why was this project needed? Why was it strategically important for your Faculty?

Project Objectives
- What did you set out to achieve?

Project Details
- What did you do? How did you do it?

Evaluation Strategy
- How did you determine if the project was successful?

Project Achievements
- What outcomes and outputs have you achieved? How successful have they been? What is the evidence of their success? What factors have influenced their success?

Project Challenges
- What didn’t go to plan? What factors have influenced this? If there are incomplete objectives or strategies, what is your plan regarding their completion?

Project Impact and Recommendations
- What has/will be your project’s impact within your Faculty/Research area (or broader)?
- What recommendations have come from your project?

Leadership Development
- What have you learned from undertaking this project?
- How has undertaking this project influenced your leadership development?
- Relative to other components of the PROPEL Program, how significant has the project component been in terms of your leadership development?

Attachments (if applicable)

Signatures
Project Leader: _____________________________ Date: ____________

Dean: _____________________________ Date: ____________