

PROJECT MANAGEMENT

WHERE TO START...?

UnLtd



WHEN YOU START YOUR PROJECT YOU NEED TO HAVE THE ANSWER TO THESE KEY QUESTIONS TO HELP YOU TO PLAN WELL...

- What problem am I trying to tackle in my community?
- What sport or recreational activity do I want to use to do this?
- Who are the activities targeted at (age, background, area etc)?
- How many people do I want to involve in my project?
- Who is going to help and support me with my project?
- Where will I hold my activities?
- How much is my project going to cost?

PLANNING AND TIME MANAGEMENT

The best way to see what you need to do and make sure it gets done is to write a 'to do' list. By breaking your tasks down in a table such as the one below you are able to see when the task should be completed, who is responsible for doing it and how important it is so that you can prioritise the time that you have to spend on your project.

FOR EXAMPLE:

TASK	WHEN SHOULD IT BE DONE BY?	WHO IS RESPONSIBLE FOR IT?	HOW IMPORTANT IS IT? OUT OF 5	IS IT DONE?
Book venue	Fri 17th August	Jim	5	
Print Flyers	Friday 5th October	Ahmed	4	
Buy Refreshments	Friday 12th October	Sara	3	

You can change this table as you go along as it is likely that some of the dates will change but remember that this tool is only useful if everybody in your team is aware of what responsibilities they have and agree to them.

CRB CHECKS

If your project involves working with children, young people or other vulnerable groups, you will need to provide a satisfactory disclosure which should be obtained from the Criminals Record Bureau.

If you are working with any of the groups above and do not already have an enhanced disclosure, otherwise known as a CRB check, then we will ask you to get one. UnLtd Sport Relief can help you do this. However, it is your responsibility to complete the forms and send them off as soon as you can.

INSURANCE

Public Liability Insurance

If you are holding activities in an area where you are not covered by the public liability insurance of an organisation then you will need to buy your own. For instance if you are running sports workshops in the local park then you will need your own insurance. Try to include this in your budget as it can cost around £100.

Equipment Insurance

If you are buying or borrowing expensive equipment for your project then it is advisable to get it insured, especially if you are taking it to different locations.

RISK ASSESSMENTS AND HEALTH AND SAFETY

It is good practice to carry out risk assessments on the activities that are taking place for your project. This enables you to spot potential problems and to make sure that you take action BEFORE something unwanted happens.

Below is a risk assessment of just one activity. It would be likely that for your project you would have a number of different activity risk assessments.

FOR EXAMPLE:

RISK	LIKELIHOOD	IMPACT	RISK MANAGEMENT	EARLY WARNING SIGNS
ACTIVITY - Travelling on public transport with young people to a venue				
Somebody becomes separated from group	Med	High	Have a number of volunteers, pair up young people, count group regularly	Detached behaviour and unwillingness to walk/stand with group
Arriving late at the venue	Med	Med	Set early meeting time and clear meeting place, research time to travel to venue and check travel reports	People arriving late for other activities, bad public transport reports

FIRST AID

You may decide that as part of insuring the safety of young people during your project that you want to go on a first aid course in order to feel confident in helping anybody that gets hurt. This is something that you can include in your budget. It is also good practice to make sure that you have a first aid kit on site wherever you are holding activities.

WORKING WITH VOLUNTEERS

Often you will need the help of volunteers to assist you with your project as their time and experience can enable you to achieve a lot more. It is your responsibility to make the right checks on anyone who is helping you with your project such as volunteers or sport's coaches. This should include asking them questions on their work experience with young people and asking them to provide you with a recent CRB check.

PHOTOGRAPHING AND FILMING

Photographs and film are a great way to document your event. If you are taking photos or filming the young people that take part in your project and the young person is under 18 then you do need to get signed consent from their parent or guardian for the photo to be taken. You can then use these pictures to help get coverage in your local press and to give to participants as a memento.