NSW GOVERNMENT | Education & Communities

Public Schools NSW

Every Student, Every School
Special schools as centres of expertise
Project planning template - 2015

School: Code: School Type:

Principal: Phone: Email:

Project Title:

If working as part of a consortium, please list participating schools.

Identify which priority area or areas your project plan meets - include all that apply.

assistive or augmentative technology or software as a vehicle for students to access the curriculum

supporting transition needs of students with disability

case management and support of students with complex needs including high care needs, behaviour difficulties and collaborative interagency practice to support students and their teachers

building personalised learning and support through collaborative partnerships with parents and communities

the provision of support and adjustment to learning programs to allow students with a communication delay or disability to achieve curriculum outcomes

this is an extension or enhancement of an existing project

There is scope for principals to consider how the elements of personalised learning and support can be embedded in projects, to support best practice.

Please identify how your project aligns with the strategic directions in the school's plan 2015-2017.

Project Description: *Provide an overview of your project and explain what you will be doing. Describe the 'product' that will be developed through the project.*

Project rationale: *Identify the need or issue that the project seeks to address. Describe how the project will address the issue or need.*

Networking strategy description: *Provide an overview of how the project/product will be shared with local schools.*

Results or outcomes: *Describe the results or benefit of the project and its networking strategy – consider results/benefits for students, teachers, parents and community members.*

Networking targets: *Identify the number (e.g. 20) or a numerical range (e.g. 15 - 20) of schools that are expected will be supported by the project.*

My Director, Public Schools NSW supports the proposal.

The Director, Every Student, Every School supports the proposal.

Principal endorsement:

Name :   **Date:**

Principals should retain a signed hard copy of this plan on file at the school

The following project development and implementation planning template is a tool to assist schools to break down their project into steps or tasks, plan timeframes, identify resources needed and costing to assist in identifying project funding requirements.

If your school is undertaking a project, or continiuing a project as part of a consortium of schools, you may wish to develop a joint project plan. The plan would identify tasks, timeframes and responsibilities specific to each participating school in addition to individual responsibilities for tasks as relevant.

Part 1: Project development and implementation plan (all projects)

Break down your project into one or more specific actions, steps or tasks that need to be taken to develop and implement the new project or project extension.

Project title:

Actions or Task descriptions:	Timeframe for action or task: *(When does the action or task need to be undertaken or completed)*	Responsibility:	Resources need for actions or tasks and costing: *(Staffing to undertake and complete eg 10 teacher release days @ $405 (includes 19% on costs) = $4,050 Outsourcing requirements eg web technician , production materials, hardware eg 100 USBs = $50)*	Comments: *(Including progress and adjustments needed to keep on track)*

Part 1: Project development and implementation plan (all projects)   Cost

Project funding sought

Part 2: Networking strategy

Identify the specific tasks or steps needed to effectively network or share your project/product with other schools.

Actions or task descriptions:	Timeframes for actions: *(When does the action or task need to be undertaken or completed)*	Responsibility:	Resources need for actions or tasks: *(What resources are needed for the action?)*	Comments: *(Including progress and adjustments needed to keep on track)*

Part 2: Networking strategy   Cost

Project funding sought

**Total project funding
sought for parts 1
and 2**

If you have difficulty using this template or need more room you may choose to complete the planning template as a word document using the same headings

and email to disability.support@det.nsw.edu.au