



# STUDENT AMBASSADOR LEADERSHIP PROGRAM



## ALG Project Proposal

The following questions must be addressed by your ALG and submitted to the SALP Coordinator to determine whether or not to approve work on this project.

A clear and precise project plan helps set expectations that will be used later to evaluate the success of the project. Your proposal should be succinct and clearly demonstrate that your project is practical and appropriate. The effectiveness of your proposal will depend on your ability to explain the nature, context and scope of the project.

1. Complete the questions below (no more than 3 pages), attach this sheet and submit to the SALP Coordinator. NB: Your proposal must be approved by the SALP Coordinator **before** commencing the activity.
2. You will receive an e-mail from the SALP Coordinator regarding the status of your proposal (allow 1 week).
3. If your proposal is approved, you will then be instructed to nominate 'ALG Project' on the SALP database.

ALG # \_\_\_\_\_ Tick one box: University Service project  Community Engagement project

Applying for Knowledge Transfer Grant? Yes  No

1. **What is the goal of this project?** Goals are the large statements of what you hope to accomplish but usually aren't very measurable. They create the setting for what you are proposing.
2. **What are the main objectives of your project?** Objectives are the measurable outcomes of the program. Your objectives must be tangible, specific, concrete, measurable, and achievable in a specified time period.
3. **Background/Statement of the Issue/Significance of Project** What is the history/background behind the issue your project wants to address? Be succinct and support your statement with research, which may include discussions with stakeholders, web information, review of current literature, etc.
4. **What are some current approaches to the issue your project aims to address?**
5. **How will your project be different to these current approaches?**
6. **What are some potential strengths and weaknesses of your project team?**
7. **Project 'TO DO' list and timeline** Give an overview of when you are going to do specific steps of your project. Does not need to be a day to day list but may give a fortnightly/monthly overview - include time to evaluate project and write the final report.
8. **What are the anticipated results of your project?** When you are done, what will you have delivered?

SALP OFFICE USE ONLY: Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Approved? Yes/No Processed by: \_\_\_\_\_