

# Silver Arts Award Unit 2

## Part B: plan the practical issues



### Plan

The purpose of this worksheet is to help you plan out your project and create a project plan timeline.

Use these questions as prompts to create your own individual project plan or complete the timeline planner on the next page. If working as a team the planning process can be a group activity but the young people should each develop a specific area in which they lead.

Who are the participants or main audience for your project? Is there anything specific you need to consider for this audience?

How will you recruit participants?

How will you promote the project?

How will you deliver the project?

What practical things will you need to organise and how will you do this?  
(e.g. materials, resources, equipment, space)

What support are you going to need from other people? Who is going to help you and how?

How are you going to assess how your leadership skills are developing, and collect feedback as you go along?

#### Risk assessment

As part of your planning, you should consider any health and safety or risk assessment areas you'll need to think about. For example, you might need to think about:

Noise/music

Potentially hazardous materials (e.g. paint, glue, art materials)

Safe use of electrical equipment

Emergency exits

Safety of children and young people

Risk assessment area	Notes from adviser discussion	Agreed actions / advice

## Project timeline

You'll need to think about timeframes for your project. Use this chart to help you plan out milestones and timeframes. You can come back and tick things off as you complete them.

Action	Person responsible	Date to be done by	Date completed

### Tip

It's helpful to break actions down into things you need to do before, during and after the project:

Before - book venue/equipment, organise materials/resources, complete risk assessment, organise consent forms, create flyers/posters, prepare feedback forms

During - take photos, reflect on how leadership skills are developing, liaise with other people, collect feedback from others

After - gather feedback, assess how the project went, return equipment, create project review and think about how leadership skills developed