

1. Overall Details

Project Title:	User Group Development		
Project Manager:	Sam Lee		
Project Sponsor (Senior Leader):	Tom Newman		
Lead Officer:	Sam Lee		
Start Date:	24/05/2021	End Date:	31/07/2021

2. Project Rationale

Brief Project Description	The Concert Hall Users' Group was a group founded to effectively maintain and manage the Concert Hall when the Union was not. We need to find a better way for the Union to be held accountable for these issues, and ensure students are involved in key decisions are spaces that are critical to them.
What is the business problem or opportunity this project is trying to solve?	We need to find a way for spaces that are Union managed, and that may be critical to certain groups, do not fall into disrepair and are effectively managed by the Union, whilst ensuring that students are able to hold the Union to account when this is not the case.
What change will this project deliver to meet that need?	This project will deliver an outcome that is democratic in its approach, and that clearly defines the lines of where and how the Union is accountable to students for their space.

3. Project Plan

What are the objectives for the project?	For the Union to understand how decisions around specific spaces allow for students to be adequately involved
How will we measure the success of the project?	<p>Effective maintenance of spaces – spaces are not allowed to fall into disrepair</p> <p>Students feel the Union is appropriately managing the maintenance of its spaces</p> <p>User Group members feel their spaces are maintained appropriately and are invested in appropriately</p> <p>User Groups understand their function and how they are represented</p> <p>The Union understands the importance of User Groups and student involvement in key space decisions, and understand how to involve students/ User Groups when needed.</p>
What will be the project deliverables (i.e. documents, training, presentations etc)?	<p>Policy detailing User Groups, their function and their governance</p> <p>Policy detailing how maintenance of space will be managed by the Union</p>
Who is on the project team?	<p>SSB members</p> <p>Sam Lee (DPFS)</p>

	<p>Abhijay Sood (President)</p> <p>Ross Unwin (DPCS)</p> <p>Tom Newman (Director of Membership Services)</p> <p>Rachel Sunderland (Student Opportunities & Development Manager)</p> <p>Rob Scully (Director of Finance & Resources)</p>		
<p>What actions and tasks are required?</p>	What?	Who?	When
	Focus groups with people who have a common interest in specific spaces		
	Work with Space Review to understand maintenance		
	Policy signed off by SSB		
	Governance over space policy agreed by Leadership		