**Student-Led Project Framework**

To help your project get off to a flying start, please fill in the below Project Framework! This will help keep CAJ in the loop regarding your next steps, whilst also providing you with a clear project outline document to help ensure you fulfil all your project objectives this academic year. Please make sure to fill in the below spaces with as much detail as possible.

***Your details***

|  |  |
| --- | --- |
| Name(s) of project leader(s) |  |
| Course |  |
| Year |  |
| UCL Email/Contact number |  |

***The project***

|  |  |
| --- | --- |
| *Project title* |  |
| *Project partners* |  |
| *Short project description of activities (****NB this will form the basis for a description of your project on the website****)* |  |
| *Stated project objectives* |  |

***Volunteer information***

|  |  |
| --- | --- |
| *Number of volunteers required* |  |
| *Type of volunteers required (e.g. 2nd – 3rd year LLB students)* |  |
| *Time commitment required for volunteers* |  |
| *Volunteer application method. Please select all the applicable methods you plan to use in the list in the adjacent box.* | Application form Covering Letter and CV  Interview  Other (please describe below) |

***Project supervision***

|  |  |
| --- | --- |
| *What level supervision will the project require, if any? (e.g. solicitor, caseworker)* |  |
| *How would you like CAJ to assist your project?* |  |

***Key project deadlines***

|  |  |
| --- | --- |
| *When will the project start?* |  |
| *When will you recruit your volunteers?* |  |
| *How long will the recruitment process last?* |  |
| *When will you contact successful/unsuccessful volunteers?* |  |
| *When/how will you train volunteers? (if training is required)* |  |
| *How long is the project scheduled to run for? When will the project end?* |  |

***Next steps***

*Please provide here details of your immediate next steps and action points you will take in order to get the project up and running. Please feel free to add/use as many/few rows as is convenient in the table below!*

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Point** | **Individual responsible for performing action** | **Date action to be completed by** | **Date action completed** |
|  |  |  |  |
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