

## Module 2 – project plan

**Complete each of the sections and then upload in the Quiz**

Section	Guiding comments or questions
<b>Title of the project</b>	
<b>Project Owner</b>	<ul style="list-style-type: none"> <li>Your name</li> </ul>
<b>Date of submission</b>	<ul style="list-style-type: none"> <li>Of this project plan</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Clear, relevant and achievable</li> <li>How does the NEAS Quality Assurance Framework apply in the context of your professional ELT practice and your project?</li> </ul>
<b>Context and background</b>	<ul style="list-style-type: none"> <li>Describe your professional context and the context for this project</li> <li>What are your motivations for the project?</li> <li>Include constraints or limitations</li> <li>Refer to sources of research and intended literature to review</li> <li>Include other resources and people that you anticipate involving in your project</li> <li>Refer to any critical reflection undertaken</li> <li>Who are the key individuals or stakeholders taking part in the project?</li> </ul>
<b>Project phases and timeframes</b>	<ul style="list-style-type: none"> <li>Your anticipated timeframes</li> <li>Assumptions</li> <li>Any anticipated barriers to achieving these timeframes?</li> </ul>
<b>Milestones</b>	<ul style="list-style-type: none"> <li>Anticipated completion of stages or phases</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>Predicted outcomes</li> <li>Assumptions</li> <li>Who will benefit from the outcome of your project?</li> <li>How will your project contribute to your professional practice, other individuals or stakeholders, your workplace and/or the ELT sector?</li> </ul>
<b>Intended documentary evidence</b>	<ul style="list-style-type: none"> <li>These will be included in the appendices of your project</li> </ul>