

## **LGEC Guidelines for the Project Development Process**

- Given the importance of the project development process within LGEC, these guidelines are intended to help clarify the different roles and responsibilities involved in the project development process.
- It is recognised that the project development process within LGEC should be maintained as a creative, dynamic process, with some flexibility according to the availability and different levels of experience among staff in developing proposals.
- These guidelines are intended to assist with the development of quality, well-thought out, realistic proposals that have a good possibility of being funded.

Each proposal to involve a Project Development Team, involving:

- Project Worker, working in the field of the proposed project
- Projects Manager (permanent member)
- Chief Executive (permanent member)
- One trustee with experience/interest in the field of the proposed project

### **Stage 1**

#### **Development of ideas and project design**

- For continuation of existing or established areas of work, Project Worker to write a draft outline of the project idea with support as required from the Projects Manager
- For entirely brand new areas of work, staff member responsible for developing the idea to write a draft outline of the project with support as required from the Projects Manager.
- Ideas should be brought to the Projects Team Meeting, as a creative forum involving all staff members to develop, discuss and brainstorm ideas.
- Once a draft ideas/concept paper has been developed, a Project Development Team meeting is scheduled to discuss and develop the project idea involving the Project Worker, Projects Manager, Chief Executive and a member of the MC determined by the area of work.
- Chief Executive to ensure the proposal fits into LGEC Strategy and is likely to delivery realistic, quality work to beneficiaries and users.
- Other staff or MC members could be invited to the Project Development Team meeting according to the area of work, interest and availability of individuals.
- Research on potential funding sources and initial liaison with funders to be done by the Project Worker with support as required from the Projects Manager.

### **Stage 2**

#### **Development of the proposal**

- Meeting between Projects Manager and Project Worker to discuss the reality of the proposed project, particularly staffing time and likelihood of achieving proposed outcomes.
- Project Worker (or staff member responsible for developing the idea) to write the draft proposal including a draft work plan and budget with support as required from the Projects Manager and Finance and Administration Manager, based on feedback from Stage 1.
- Comments on the draft proposal to be passed between the proposal writer and Projects Manager as required.
- Draft of the proposal is emailed to other members of the Project Development Team, who provides feedback by email the draft proposal. A further meeting of the Project Development Team should be scheduled if required at this point.
- Project Worker or Project Manager as appropriate to liase and discuss the proposal with the potential funder.

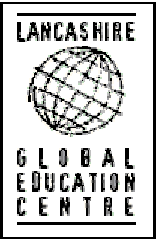
### **Stage 3**

#### **Fine tuning the proposal**

- Final revisions and fine tuning of the proposal to be done by the Projects Manager.
- Chief Executive to provide feedback and input on the final draft.

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- Proposal submitted. Project Worker or Projects Manger to liase with the potential funder any further or additional questions



**AN OVERVIEW OF THE PROJECT DEVELOPMENT PROCESS**

