

New Project Start-up Form 2011/12

So you're thinking of creating a new project? Below you'll find a list of steps you need to take to start one. Remember, if you have any questions about the process; feel free to ask the DPCS for help or advice: dpcs@imperial.ac.uk

1. Have an idea!
2. Check that no-one else has had the same idea and that a similar Club, Society or Project doesn't already exist - this includes those who could do it as part of their aims and objectives
3. Think of the aims and objectives of the group (what the point of the project is?)
4. Work out what you'd like to do and how you're going to fulfill these aims.
5. Collect 5 signatures and CID numbers from other IC students – UG or PG, but not staff. Associate and Life members of the Union do not count!
6. Answer all the questions on this form
7. Email this form to dpcs@imperial.ac.uk or bring it to the Union Reception on the floor 2M of the Union Building. NB: Everything in this form must be submitted at once for it to be considered
8. Shortly after submitting this form, you'll receive an invitation to the New Projects Committee (NPC), which generally meets about once a month. There you'll present your idea and take some questions. The NPC will then decide whether or not to start your Project

Surname

First Name

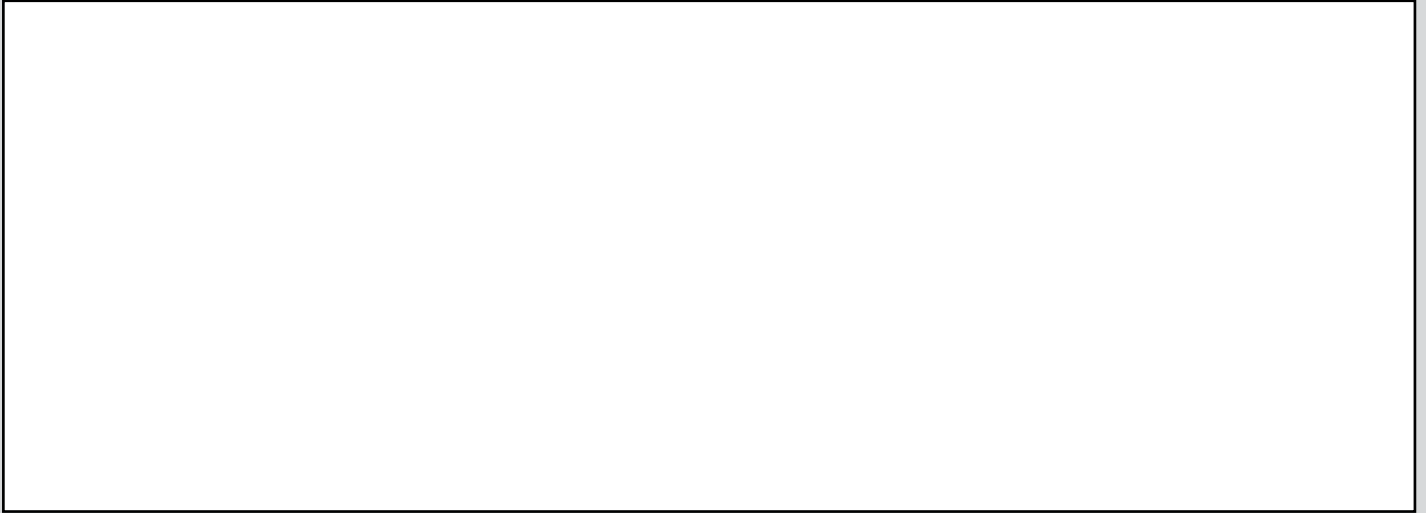
College Log in

CID

Proposed Name of Project.

Who will be the primary beneficiaries of your Project and who else could benefit from it? What do you aim to do? More detail here is considered a strength for your application.

Which existing groups at Imperial are you most similar to? It is advisable to name at least one.



How do you plan to achieve your Project's aims? What will be your primary activities and will there be any supplementary ones? You are strongly advised to provide a financial plan at this stage.



Do your activities have any elevated risk components and do you have a plan for managing risk? Will you require expert advice for your project or support from an organisation? If so, do you know what your source of this support will be?



How will you measure whether you have met your aims or not?

How do you plan to recruit students to your project? How many volunteers will you need for your project to be a success? Will your volunteers need any particular skills? Do you anticipate charging for membership? If so, how much?

Name	Department	UG/PG Year	CID Number	Signature

Signature

Date