Beginning a project

This resource is designed to help you tackle the first stages of a starting a new project

STEP 1

It's time to mindmap! Choose whichever format works for you, be that on a whiteboard, paper or google documents, there is no wrong way to do this and start to write out all of your various ideas.

At this stage you may find it helpful to take a look at our _objective setting resource_, to help you outline what you are hoping to achieve.

STEP 2

After settling on a few ideas which you are going to look into in more depth, start researching. It will be really useful to look at case studies or other projects which could provide both context and inspiration.

STEP 3

Once you decide on which idea you want to develop, consider who will be affected by your project and what the purpose is.

STEP 4

Start consolidating your ideas by writing out the details necessary to make them a reality. In addition to the detail, be sure to agree on a concise description of your project so that anyone in your team can repeat it without hesitation!

STEP 5

Consider allocating roles in your team. Everyone is free to contribute to any and all aspects of the project, but it is important to allocate roles so that the progress of each aspect of the project can be managed effectively. Consider roles of leadership, roles to manage particular areas of the project and even roles to keep on top of finances.

STEP 6

Identify and evaluate important considerations:
• How will you fund materials and resources?
• How often will you have meetings? How long do you expect the project will run for?
• What will be the final outcome of the project? E.g. a product, a report etc.
• Could you collaborate with other universities or members from industry?

STEP 7

Set some deadlines even if a project continues to the following year. It is always motivating to have a deadline and allows you to celebrate the progress you have made.

What will your next steps be?

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