

PREPARING FOR YOUR PROJECT FORUM

What is a Project Forum?

- The first major milestone in your Award journey.
- The first of three Gate Reviews that your project has to pass.
- An opportunity for you to share your progress and learning with other teams.

As part of the evening, you and your team will do two short presentations, about your project and your learning. The audience will be made up of other project teams and a panel of Project Coordinators. You might be asked questions by the panel or the audience if anything wasn't clear from your presentation.

Your Project Coordinator is there to help you. They will make the decision whether your project is ready to proceed to the next phase.

Team presentations – what to include

Don't use PowerPoint! We can give you as much flipchart paper as you need. Your visual aids need to be readable from several metres away.

Presentation 1: Your project (3 minutes)

- Who are you and where are you from?
- Why did you choose this project?
- Talk us through your Aims Grid.
- What do you expect to deliver in your three days?
- How much do you think it will all cost and how will you raise any money that you might need?
- Talk us through your timeline.

Presentation 2: Your learning (1 minute)

- What challenges have your team had to overcome and what did you learn on residential that helped this?
- What challenges are coming up for you working as a team and how are you going to tackle them?

In advance of the Project Forum

As a team:

- Complete the Community Project Aims Grid.
- Make sure your stakeholders have approved the Aims Grid.
- Complete a draft timeline.
- Plan and rehearse your presentations – **make sure everyone in the team has something to do.**

As an individual:

- Complete the “Preparing for the Project Forum” pages in your online logbook.
- Make sure you know what you're doing for your team presentations!

On the night

The evening begins at 5.00pm and will finish by 8.30pm.

- Turn up on time!
- Eat beforehand, or bring food and drink with you.
- Have all your notes for your presentation with you.
- Remember everyone else is in the same boat as you – everyone will be feeling a wee bit nervous!
- If your presentation doesn't quite go the way you want, it's fine! Take a deep breath and carry on.
- Pay attention to other team's presentations – you might get useful ideas or information that could help your project.