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**Project Delivery Plan**

|  |  |
| --- | --- |
| Project Name |  |
| Project Lead |  |
| Project Start Date |  |
| Project End Date |  |

**Document Checklist**

**The document checklist is to be completed for each project. Enter N/A where the document is not applicable.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Type** | **Amount Expected** | **Amount Completed** | **Date Completed** |
| Gallery Checklist |  |  |  |
| Workshop Checklist |  |  |  |
| Risk Assessment |  |  |  |
| Artist Brief/contract |  |  |  |
| Signed inventory of works/condition report |  |  |  |
| Social media accounts |  |  |  |
| Completed budget sheet |  |  |  |
| 2017 end of project report |  |  |  |
| Audience Finder Surveys |  |  |  |
| Completed 2017 Audience Surveys |  |  |  |

**Baseline Report**

**To be completed on the start date of the project.**

|  |  |  |
| --- | --- | --- |
|  | **TOTAL PAGE VIEWS** | **UNIQUE PAGE VEIWS** |
| Website views relating to project |  |  |
| Average time on website pages linked to project |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **SUBSCRIBERS AT START OF PROJECT** | **SUBSCRIBERS AT END OF PROJECT** | **CLICK THROUGHS** |
| E-newsletter subscribers via project routes |  |  |  |
| SMS subscribers via project routes |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **LIKES/FOLLOWERS/SUBCRIBERS AT START OF PROJECT** | **LIKES/FOLLOWERS/SUBSCRIBERS AT END OF PROJECT**  | **IMPRESSIONS ON POSTS RELATING TO THE PROJECT** | **ENGAGEMENTS WITH POSTS RELATING TO THE PROJECT** |
| Facebook |  |  |  |  |
| Twitter |  |  |  |  |
| Instagram |  |  |  |  |
| Other |  |  |  |  |

**Project Outline**

**Enter a description of the project including: expected outcomes, predicted audience numbers, project location.**

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**Project Team**

|  |  |  |
| --- | --- | --- |
| **Staff member/Artist name** | **Role and responsibilities** | **Contract Issue Date** |
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**Project timeline**

**Enter a predicted timeline for your project and include any changes experienced throughout the project delivery. Add more rows where necessary.**

|  |  |  |
| --- | --- | --- |
| **Date** | **Action** | **Person responsible** |
|  |  |  |
|  |  |  |
|  |  |  |
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**Project Evaluation**

**For each project we will collect audience finder surveys and 2017 audience surveys. These will be completed in the gallery or will be issued to the artist to take to workshops and events. Please enter details of any other evaluation you expect to undertake throughout your project.**

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