



TEMPLATE: Project Initiation Plan

Introduction:

The Project Leader (usually the Producer) will bring this document to an initial meeting to explore the details/parameters of the project. The attendees of the meeting will collaboratively answer each question, and then check they have the clarity, information, agency and skills needed to carry out their individual role as well as having a clear picture of the overall aims and plans.

This plan will then be reviewed at key stages within the specific project meeting.

Event/project title:

1.Context:

- What is it?
- Why are we doing it?
- Who is it for?
- What are the parameters?
- What are the non-negotiables?

2. Activity detail:

- Artistic/creative notes and ambitions
- Timeline/Schedule
- Space/Venue

3. Roles & Responsibilities (inc. capacity check)

4. Identifying the Risks, Assumptions, Issues and Dependencies...

5. Aims:

- What should we aim for?
- What does success look like?
- How will we achieve our aims?
- What's the contingency?

6. Finance & Budget

7. What is the public story? How and when do we tell it?

8. Equity, diversity, inclusion and activism check

- Access: Access riders/audits? BSL? Captions? Audio description? Pronouns?
- Diversity, representation and lived experience of team? Participants and audience?
- Communication: what goes out beforehand? What to expect document?
- Hybrid/online offer?

9. SOM/ wellbeing check

- Check in with team around wellbeing: has everyone got what they need in order to do their best work?
- All wellbeing interventions and processes in place? e.g. Mental health first aiders, professional wellbeing support, check ins/outs, 1-2-1s, access and pastoral support workers.

10. Environmental responsibility/ sustainability check

Including embedding of the Theatre Green Book

11. Check out

- Ensure everyone is clear on next steps and actions
- Check everyone has the clarity, information, agency and skills needed to complete tasks and do their best work