

Small Scale Projects Process Model

Innovation Phase	SU – Setting up the Project	<ul style="list-style-type: none"> • (who) Project Supervisor, Client & Project Team; • (how) Use of questionnaire to structure an initial meeting in response to initial trigger from client and investigate through questioning; • (what) A draft Project Definition is produced and agreed by Client, Project Supervisor & Project Team.
	IP – Initiating the Project	<ul style="list-style-type: none"> • (who) Project Team meet to develop creative proposal in response to the Project Definition; • (how) Group working and creative problem solving; • (what) A Project Initiation Document (PID) is produced including the Project Definition, Project Proposal, & Project Plan.
	DP2 – Authorising the Project	<ul style="list-style-type: none"> • (who) Project Team, Client & Project Supervisor; • (how) Project Team pitches proposal to a panel and is given feedback (and/or green/red light); • (what) Pitching Documents and Multimedia, Client and Project Supervisor sign off PID.
Implementation Phase	DP3 – Stage Authorisation	<ul style="list-style-type: none"> • (who) Project Team, Client & Project Supervisor; • (how) Project monitoring, change management and review; • (what) Stage Document is produced and signed off.
	DP4 – Giving Ad Hoc Advice	<ul style="list-style-type: none"> • (who); Project Team, Client & Project Supervisor (may include additional professional mentoring); • (how) Mentoring through dialogue and feedback during process of the project through tutorials, client contact, contact with mentors and the maintenance of effective channels of communication; • (what) Formative feedback and skills development (capabilities, competences, occupational skills, transferable skills).
	DP5 – Confirming Project Closure	<ul style="list-style-type: none"> • (who) Project Team, Client & Project Supervisor; • (how) Client evaluation, tutor assessment, peer assessment, critical reflection, exhibition, publication or distribution; • (what) Project artifact(s) and/or event, student's critical commentary and client evaluation.

Table adapted from Bentley, C. (2005) *Managing Small Projects with PRINCE2* AMP Publishing