



# Guidelines for leading and managing university projects in learning and teaching

## The GUIDELINES | Overview

1. Understand clearly the project's objectives, rationale and context.
2. Engage and respect key stakeholders early and over the life of the project.
3. Develop clear intended project logic or strategy.
4. Define clear channels of communication with the project leader and sponsor, supported by authorisation from senior management.
5. Identify and integrate key success factors and indicators.
6. Identify assumptions or risks that may limit project outcomes being achieved.
7. Draft a clear project description, distinct from the project proposal, which will inform the project and communication plan.
8. Select a format for the project plan that is simple, easy to modify and allows sufficient monitoring of project progress.
9. Understand yourself and your approach to working with people.
10. Lead and manage people effectively.
11. Continually develop and manage the core project team(s).
12. Think about, plan and use evaluation effectively from early on.
13. Define a clear communication plan following stakeholder analysis and detailed media review.
14. Develop and implement effective strategies for ongoing dissemination.
15. Develop strategies to ensure sustainability of project outcomes into the future.
16. Ensure that project outcomes ultimately serve to enhance the student learning experience.