

## Project management information

### Grants Scheme

Version 5.8 – October 2009

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Project leaders and teams are advised to refer to the Program Guidelines of the year the project was funded for Grants Scheme's operational policies. Archived guidelines and additional resources can be located on the ALTC's website, under 'Managing Your Project'.  
<http://www.altc.edu.au/managing-your-project>

Other resources available on the website include:

- Operational learnings of ALTC project holders (2008)
- Resource for project holders - Communication strategies (2009)
- Logo and brand management
- Evaluation resource (2007)
- Dissemination framework and supporting reports (2005)
- Working with workshops (2009)
- Various reporting templates

### A.

#### Recognition of ALTC funding

As part of the funding agreement there is a requirement to acknowledge the Australian Learning and Teaching Council's grant in all published project material, journal articles, presentations, websites, and advertising materials associated with the project.

The following statement should appear in all written material developed in association with the project:

*Support for this (report/publication/activity) has been provided by the Australian Learning and Teaching Council Ltd, an initiative of the Australian Government Department of Education, Employment and Workplace Relations.*

*The views expressed in this (report/publication/activity) do not necessarily reflect the views of the Australian Learning and Teaching Council.*

The ALTC logo shown below should appear on all materials prepared for public distribution and presentations of project results. This includes the final report.



Please refer to the guidelines on logo use, which explain how the ALTC logo should appear.

Versions of the logo for use in electronic or print media and the guidelines for logo use are available to download from the ALTC's website under Media.

## B.

### Project reporting

There are three types of reports:

1. Progress Reports (no funding attached to these reports)
2. Year 1/Stage 1 Report, often at the end of a phase or stage (date for this report is prescribed in the funding agreement)
3. Final Project Report (date for this report is prescribed in the funding agreement)

These reports must be signed by the DVC (Academic), PVC, or equivalent or their official delegate.

#### **REPORTS**

The types of reports required depend on the length and funding conditions of particular projects. (Note: these reporting requirements cover all projects managed by the Grants Scheme.)

##### **1. Progress Reports**

Progress Reports provide a brief overview of progress normally at half-yearly intervals. Complete using the Progress Report template which can be downloaded from the ALTC's website under 'Project Management'. This report is not for publication and is limited in length to five pages, excluding the cover page and certification statement. The report should be signed (electronic or scanned) by the DVC/PVC (Academic), or equivalent, or their official delegate.

Progress Reports cover:

- Activities undertaken within the reporting period;
- Assessment of the project's progress against the project outcomes. It is important to highlight any difficulties arising, including issues which could delay the project's completion or adversely impact the project outcomes as foreseen in the original proposal;
- Any lessons learned and challenges faced; and
- Any significant variations from the original activities and budget forecast.

Please send the Progress Report (word or PDF) to: [projects@altc.edu.au](mailto:projects@altc.edu.au)

##### **2. Year 1 / Stage 1 Project Reports**

This should be a comprehensive report which covers the whole stage/phase between funding releases (usually about twelve months). It will normally include material from the progress report. It should be completed using the Year 1/ Stage 1 Report template which can be downloaded from the ALTC's website under 'Project Management'. This report is not for publication and limited to 10 pages, excluding the cover page, certification statement and appendices. The report should be signed (electronic or scanned) by the DVC/PVC (Academic), or equivalent, or their official delegate.

Year 1/Stage 1 Reports must include the following:

- Report on the deliverables and outcomes for Year 1/Stage 1 (period between funding releases) against the deliverables and outcomes listed in the project proposal.
- Financial Statement. Complete the template provided and report against the line items in the budget attached to the funding agreement. The financial statement need not cover the entire period but should cover as much of the period as is reasonable. Please give an explanation of any variations.

- Budget revisions. If the project is not on track to acquit the entire first stage funding, a revised budget should be included, showing how the unexpended funding will be allocated in the next stage/phase. Any budget reallocations over 10% of the Year 1/ Stage 1 funding should be referred to ALTC for approval with a revised Year 2/ Stage 2 budget. Complete the template provided and report against the original line items in the budget attached to the funding agreement. Please give an explanation of any variations.
- Copies of evaluations of events/activities undertaken are to be attached. Participant lists should not be included in reporting in order to protect the privacy of individuals attending such events.

Please send a copy of the Year 1 / Stage 1 Report (word or PDF) to:  
[projects@altc.edu.au](mailto:projects@altc.edu.au)

### 3. **Final Report**

The Final Project Report is due at the end of the Project period. The report should be prepared in two parts. Part 1 is a report on the study designed to inform stakeholders and other interested parties about the project. This Part will be published and ALTC will allocate ISSN/ISBN numbers.

Projects submitting their final reports after 1 January 2010 are required to use one of the ALTC templates for Part 1. These templates and directions for their use can be downloaded from <http://www.altc.edu.au/logo-brand-management>. Projects submitting final reports before the end of 2009 are encouraged to use one of the templates, where this doesn't interfere with any design or layout work already commenced.

Instructions for what to include in Part 1 are provided below. Part 2 of the report is for ALTC internal purposes only and not for publication. The completed Certification should accompany Parts 1 and 2 of the report, signed (electronic or scanned) by both the Project Leader and the DVC/PVC (Academic), or equivalent, or their official delegate. Templates are available on the ALTC website (Managing Your Project) for Part 2 and the Certification page.

#### **Part 1:**

- a. The cover page should contain:
  - The title of the project;
  - The name of the institution or institutions involved;
  - The names of project team members (please do not call them research teams);
  - The author/s of the report;
  - The year in which the report was finalised;
  - The ALTC logo; and
  - Web address for any public website produced.
- b. Inside the cover page the following statements must be included (please insert the following text without changes and add year):

*Support for this project has been provided by the Australian Learning and Teaching Council, an initiative of the Australian Government Department of Education, Employment and Workplace Relations. The views expressed in this report do not necessarily reflect the views of the Australian Learning and Teaching Council Ltd.*

*This work is published under the terms of the Creative Commons Attribution-Noncommercial-ShareAlike 2.5 Australia Licence. Under this Licence you are*

*free to copy, distribute, display and perform the work and to make derivative works.*

*Attribution: You must attribute the work to the original authors and include the following statement: Support for the original work was provided by the Australian Learning and Teaching Council Ltd, an initiative of the Australian Government Department of Education, Employment and Workplace Relations.*

*Noncommercial: You may not use this work for commercial purposes.*

*Share Alike. If you alter, transform, or build on this work, you may distribute the resulting work only under a licence identical to this one.*

*For any reuse or distribution, you must make clear to others the licence terms of this work.*

*Any of these conditions can be waived if you get permission from the copyright holder.*

*To view a copy of this licence, visit*

*<http://creativecommons.org/licenses/by-nc-sa/2.5/au/> or send a letter to Creative Commons, 171 Second St, Suite 300, San Francisco, CA 94105, USA.*

*Requests and inquiries concerning these rights should be addressed to the Australian Learning and Teaching Council, PO Box 2375, Strawberry Hills NSW 2012 or through the website: <http://www.altc.edu.au>*

**INSERT YEAR**

- c. Reports should use Arial font, 11 point size and be single spaced. Please use a single line of spacing between paragraphs and do not indent or tab the first line of a new paragraph. For further advice about formatting, please refer to the Publications Guide, available here <http://www.altc.edu.au/logo-brand-management>
- d. All reports should have an executive summary (approx 500 words) and contents page. The final report should be of publishable quality and the project leader should complete the Certification template provided to that effect. Consider having the report professionally edited for publication purposes. The website of the Canberra Society of Editors has a useful guide and checklist for authors. Visit: <http://www.editorscanberra.org/>

The website of the Institute of Professional Editors Limited <http://www.iped-editors.org/> has links to all eight Australian editors' societies and lists all Accredited Editors (ie those with the postnominal AE).

- e. The final report must include:

*Project Outcomes and Impacts*

- A clear definition of the outcomes the project was designed to achieve;
- A description of the approach and methodology;
- Information on how the project uses and advances existing knowledge with reference to program priorities and literature review if undertaken;
- An analysis of the factors that were critical to the success of the approach and of factors that impeded its success in general terms that may provide assistance to other projects (do not include specifics related to individuals or institutions); and
- An analysis of the extent to which the approach/outcomes are amenable to implementation in a variety of institutions or locations.

### *Dissemination*

- Materials or outcomes that will be made available to the higher education sector or groups of stakeholders within the sector, and information about where any project material may be accessed;
- A description of the ways in which the project outcomes have been or will be shared across the higher education sector, both nationally and internationally (for guidance refer to the ALTC Dissemination Framework available on the ALTC website);

### *Linkages*

- A discussion of links between the project and other projects in the ALTC Strategic Priority Areas (if appropriate);
- A discussion of any disciplinary and interdisciplinary linkages that have emerged as a result of the project.

### *Evaluation*

- Description of formative and summative evaluation processes used. If an independent evaluation has been undertaken please provide the evaluation report as an attachment;
- Evaluation outcomes including evidence of the impact of the project and value to the sector.

If the report is a major deliverable for the project, eg an investigation or study, the details of the study undertaken will form an extensive part of the report.

### **Part 2 & Certification:**

This information is required by the ALTC and is generally not for publication (with the exception of the abstract of the completed project).

A single page certification of final report submission should accompany the report. The Certification is to be signed by both the Project Leader and DVC/PVC (Academic), or equivalent, or their official delegate.

Templates are available on the ALTC website for Part 2 and the Certification page.

### **Submitting the Final Report:**

- a. Send a copy of the Final Report in Microsoft Word to: [projects@altc.edu.au](mailto:projects@altc.edu.au)

If the files are very large, please consider using your institution's FTP service.

Please note that ALTC may request changes to either Part 1 or Part 2 of the report, prior to finalisation.

- b. Once any changes have been made, please provide six hard copies, and also electronic versions in MS Word and PDF. The hard copies should be sent to:

Acting Director, Grants, Awards and Fellowships  
Australian Learning and Teaching Council  
PO Box 2375  
Strawberry Hills, NSW 2012

- c. Related documents and publications to be provided include:
- deliverables specified in the project proposal if these are in the form of papers or reports (six hard copies);
- d. The signed financial statement of acquittal of funds, including a certified, detailed statement of income and expenditure against the budget items specified in the project proposal, must be provided to the ALTC within two months of the project completion, as required in the Funding Agreement.

## C.

### Instructions for the preparation of text resources that are part of the project

Inside the cover page of any text resources the following statements must be included (please insert following text without changes and add year):

*Support for this project has been provided by the Australian Learning and Teaching Council, an initiative of the Australian Government Department of Education, Employment and Workplace Relations. The views expressed in this report do not necessarily reflect the views of the Australian Learning and Teaching Council Ltd.*

*This work is published under the terms of the Creative Commons Attribution-Noncommercial-ShareAlike 2.5 Australia Licence. Under this Licence you are free to copy, distribute, display and perform the work and to make derivative works.*

*Attribution: You must attribute the work to the original authors and include the following statement: Support for the original work was provided by the Australian Learning and Teaching Council Ltd, an initiative of the Australian Government Department of Education, Employment and Workplace Relations.*

*Noncommercial: You may not use this work for commercial purposes.*

*Share Alike. If you alter, transform, or build on this work, you may distribute the resulting work only under a licence identical to this one.*

*For any reuse or distribution, you must make clear to others the licence terms of this work.*

*Any of these conditions can be waived if you get permission from the copyright holder.*

*To view a copy of this licence, visit*

*<http://creativecommons.org/licenses/by-nc-sa/2.5/au/> or send a letter to Creative Commons, 171 Second St, Suite 300, San Francisco, CA 94105, USA.*

*Requests and inquiries concerning these rights should be addressed to the Australian Learning and Teaching Council, PO Box 2375, Strawberry Hills NSW 2012 or through the website: <http://www.altc.edu.au>*

**INSERT YEAR**

## D.

### Instructions for the preparation of publicly accessible project websites

The following statement should appear on the home page of the website along with the ALTC logo (the logo is available in a format specifically suited for inclusion on websites):

*Support for this project website has been provided by the Australian Learning and Teaching Council Ltd, an initiative of the Australian Government Department of Education, Employment and Workplace Relations.*

*The views expressed in the project do not necessarily reflect the views of the Australian Learning and Teaching Council.*

The home page should also contain the Creative Commons logo associated with the Creative Commons Attribution-Noncommercial-ShareAlike 2.5 Australia Licence and the statement “Unless otherwise noted, content on this site is licensed under the Creative Commons Attribution-Noncommercial-ShareAlike 2.5 Australia Licence.”

Instructions on how to incorporate this licence into your website can be found at <http://creativecommons.org/license/>

## E.

### Reference groups

All project teams should appoint a reference group. The reference group should include some external participants who have appropriate expertise to ensure there is constructive advice on the design, development and ongoing evaluation of the project and to ensure the project has maximum impact within the institution/s engaged in the project and beyond those institutions.

In some cases, the ALTC will determine that a steering committee be appointed to either one or a number of projects designed to contribute to the same or similar outcomes. In this case the ALTC reserves the right to appoint the steering committee.

All project reference groups should meet whether by phone or in person at least twice during the project. Terms of reference should be provided to the Reference Group that take into account the purpose specified above or at the very least the first meeting should discuss the role of the reference group and come to an agreement on that role and minute the meeting. All meetings should have agenda and minutes which are kept as part of the records of the project.

## F.

### Project events

The ALTC can provide support in promoting events conducted as part of projects. This support includes listing forthcoming events on the ALTC website. Go to <http://www.altc.edu.au/events> to view current listings or to submit information regarding a scheduled event.

A resource entitled 'Working with Workshops' has been prepared for ALTC. Specifically intended for use by ALTC fellows and project teams, it provides useful background and practical hints for those designing and planning events in their programs or projects. This resource can be found in the 'Managing Your Project' section of the website <http://www.altc.edu.au/managing-your-project>

## G.

### Media relationships

Promotion of ALTC-funded activities in the media is encouraged; however recommendations that might result from a project must not be provided to the media before the report is released by the ALTC.

The ALTC Communications team can advise on how to manage the media, write releases, prepare for interviews and respond to journalists' inquiries. Contact the ALTC Director, Communications on (02) 8667 8540.

In all cases, the Project Leader at the lead institution should be the key liaison point for the media. A project should have made significant progress before media coverage is sought. In the case of a collaborative project, any media release should include all partners' names.