

## Leadership Project Planning Checklist

Leadership projects in the context of the Leadership Excellence in Learning and Teaching Program focus on the development of leadership capacity. The ALTC favours approaches that are distributed and multi-level. The ALTC sees a need to recognise that leadership in learning and teaching takes many forms. In some forms leadership is defined formally and is encapsulated in the position title and description. At the same time, many people have roles which are critical to quality learning and teaching, and within which leadership is more context- dependent and may not be formally defined. The ALTC also sees a need to recognise that, within this multi-level concept, there must be cross-level teamwork and integration of the levels in order to get the best out of all.

	YES	NO
Have you read the two occasional papers: <i>Ideas of leadership underpinning proposals to the Carrick Institute</i> and <i>Issues in the development of leadership for Learning and Teaching in Higher Education</i> found on the ALTC website?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the leadership projects already commissioned and identified how your project complements or builds on these –see <i>Grants Scheme Project Summaries</i> on the website?	<input type="checkbox"/>	<input type="checkbox"/>
Have you clearly articulated your understanding of ‘leadership’ and its relationship to the learning and teaching aspects of your proposal in your theoretical framework?	<input type="checkbox"/>	<input type="checkbox"/>
Have you the expertise in the type of research methodology that underpins your project?	<input type="checkbox"/>	<input type="checkbox"/>
If the project team does not have expertise in this research methodology, have you determined where you could gain support from within your university or elsewhere to ensure a robust methodological design and approach?	<input type="checkbox"/>	<input type="checkbox"/>
If your team does not have expertise in the research methodology underpinning your project, have you planned to include someone on your Project Reference Group/Steering Committee with that expertise?	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered whether ethics approval will be necessary and for what components and at what stages?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a carefully thought through project management strategy in your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
If your project involves collaboration, is there a plan for how the collaboration will be managed?	<input type="checkbox"/>	<input type="checkbox"/>
Have you demonstrated in your proposal how you have addressed the above points?	<input type="checkbox"/>	<input type="checkbox"/>