**Call for Projects!**

***Do you need help planning a special event or project***? Would you like to benefit from the energy, enthusiasm and knowledge of a student team in MacEwan University’s second year Arts and Cultural Management class? Then read on!

In September, 2011, the Arts and Cultural Management program began the delivery of a two-year, 60-credit diploma. Part of the new curriculum involves two new courses in project management. AGAD 203 is the theory-based course that provides a strong basis for a subsequent course, AGAD 223, entitled Integrated Project in Arts and Cultural Management.

This course will see student teams of 4 or 5 working with organizations in the community to plan (and possibly implement) real projects from January to April each year.

***If you’re interested….these are the terms of reference we are working with:***

The project :

1. Has sufficient complexity that project management is required
2. Can be defined in terms of an objective or outcome required
3. Will take a finite amount of time that coincides with our winter term (Jan – April)
4. Is unique; no existing organizational process will adequately end up with the desired result so you need our help!

You and your organization will:

* be prepared to act as liaison with the student team in at least two meetings but no more than four meetings in the four months from January to April
* be prepared to respond to email in a timely fashion from a designated student representative from the team
* sign a contract of completion with the student team once the project has been identified and the team confirmed
* supervise the implementation of the project plan as agreed by you and your student team
* Complete two short student team evaluations (one after the project charter completion and one in early April
* Be respectful and professional in all interactions

Student teams will:

* sign a contract of completion with the organization once the project has been identified and the team members confirmed
* prepare a project charter utilizing a Project Management Institute model
* prepare an implementation plan including all aspects of the project (Human Resource requirements, marketing and promotion, budget, timeline etc.)
* implement aspects of the project plan as agreed by you and your student team and under your supervision.
* Provide an evaluation of the project itself if it occurs before mid-April
* Maintain organization confidentiality in all respects
* Be respectful and professional in all interactions
* Complete all work as agreed

What kind of projects could apply?

Possible types of projects that may be eligible include:

* Special event fundraisers
* Volunteer recruitment, training and recognition events
* A one-off concert , short run of a play or the mounting of an exhibit

For more information please contact Program Chair Rose Ginther at gintherr@macewan.ca or 780-497-4415 or Course Instructor Julian Mayne at 780-916-8949.

***Ready to submit a project idea? Then please complete this project idea/request form and***

email it to:gintherr@macewan.ca or fax to (780) 497-4330 by December 14th, 2012.

Name of organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name/Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Project Start date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected End/Completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please provide a short description of the project here.***

Objective or outcome required?

Email your completed form to Rose Ginther at gintherr@macewan.ca.