

'The Afterlife of Heritage Research'

Working with and training postgraduates and early career researchers 28 February 2013

PLANNING YOUR PROPOSAL

PART ONE

When planning your proposal it helps to focus ideas and to decide what steps are needed to be taken to achieve particular goals. Ask yourself the following questions:

1. WHY?

- What do you aim to do?
- What do you want to achieve?
- What difference will the proposal have on both of you?
- How will you know you have been successful?
- How will you evaluate your proposal?
- What are your outputs and outcomes?

2. WHAT?

- Who is your audience?
- Is this the most suitable audience and will they be interested in your activity?
- Are there any challenges in working with your chosen audience?

3. HOW?

- What type of activity is realistic and appropriate for the audience, in the timescale and will benefit both partners?
- Where and when will you run your activity?
- Who will be responsible for doing what?
- How will you promote your activity – reach your audience?
- Are there any health and safety/ethical issues you need to consider?

4. WHEN?

- What are your timescales?
- Do you have important milestones you must meet?
- Have you built in regular updates to monitor that you are both on track?
- Can you deliver the activity by the end of July 2013?

5. WHAT RESOURCES ARE REQUIRED?

- What resources will you need?
- What is your budget?
- Who is responsible for providing what?

PART TWO

Once you have your first draft proposal, then it is a good idea to look at it with a critical eye and begin to fine tune your ideas. Ask yourself:

Will it work? If so, is there any way it would work better?

Is there anything missing?

What might go wrong? If so, how might we fix it?