TUKSRES WOMEN IN LEADERSHIP ACADEMY



{Project Report Title}

{Group Member Names}

{Date of submission}

# GROUP MEMBER DETAILS

(Minimum 2, maximum 4 members)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & surname** | **Role in the group** | **Residence** | **Student number** | **E-mail address** |
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# Proposal summary

(Approximately 200 words)

Click here to enter text.

# Introduction

(Identification and description of the problem and proposed solution/action plan to address identified problem)

Click here to enter text.

# Goals and objectives

(Be specific and realistic about what you wish to accomplish. Goals are short term in nature whereas objectives are more long term.)

Click here to enter text.

# project team

(Describe the key role players in your project, e.g. school teachers, house mothers, sponsors etc. and their duties/responsibilities, including those of the members of your group)

Click here to enter text.

# Action plan

## Smart principles

(Analyse the validity of your plan by using the SMART principles; is it sustainable, the success measureable, achievable in the allotted time, realistic with your workforce and resources available and time based?)

Click here to enter text.

## Implementation

(A step by step description of your project plan, the duties each of your team members completed, the measurement of the initial way of life against the proposed improvements)

Click here to enter text.

## dates of activities

|  |  |  |
| --- | --- | --- |
| **Preliminary Dates (from start to completion)** | **Short Description of Tasks** | **Person(s) in Charge** |
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## Resource plan

(Describe what resources needed for the completion of your project)

Click here to enter text.

## Budgeting

(Summary of expenses, income from sponsorships, etc. Remember there is a maximum of R500 allowed per group excluding sponsors)

|  |  |
| --- | --- |
| **Expense**  | **Value** **(If sponsored, note as such)** |
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| **TOTAL** | Click here to enter text. |

# Results

(Data captured in the form of graphs, tables etc. if applicable, interpretation of data and the quantifiable changes made with reference to the benchmark in the beginning of the project. Any graphs and tables can be referenced in the report at table 1, graph 2 etc. and the actual data representations can be added as an appendix at the end of the project. A separate document will be made for the appendixes.)

Click here to enter text.

# Critical analysis

## Achievements

(Describe what was achieved in terms of your goals and objectives, and the reasons for your success.)

Click here to enter text.

## Failures and challenges

(Describe what difficulties you encountered during the implementation of your plan, the proposed reasons for these failures and what solutions there may be for these.)

Click here to enter text.

# Future plans

(Where do you wish your plan to go from here and how will it be sustainable in the future?)

Click here to enter text.