To be completed before 15 May 2022

This update is an opportunity for you to celebrate your hard work and achievements in Excellence. We hope that a lot of your projects will continue after the submission deadline, but you should aim to summarise your work so far, as well as any work due to be completed. Please ensure your project update doesn’t exceed 2,500 words.

Name of Team:

Excellence Submission Title:

A summary of your project’s achievements

This should reflect the projects aims and objectives as outlined in the project plan.

KPI Delivery Update

Please refer back to the KPIs you stated in your project plan and report the progress made. If you didn’t quite meet your targets, you can make reference to any challenges in a later section. The most important thing here is to check you’ve been able to accurately measure your KPIs. Please also mention your target KPIs alongside your actual figures. The table below may be helpful

|  |  |  |
| --- | --- | --- |
| KPIs (as in project plan) | Revised KPIs (If applicable) | Actual outcomes |
|  |  |  |
|  |  |  |

Evaluating the impact of your project

How can you evidence the success of your project, other than through the KPIs above? Qualitative data is as useful as quantitative data so you can add anecdotal evidence here on the overall result of your project. You may wish to refer back to the ‘action plan template’ that you submitted in your project plan in December. Are there any things that resulted from the project that you can’t easily measure? What were your team members’, colleagues’ and senior management’s views on the project?

Project Difficulties and Opportunities

What were the barriers (if any) to your project’s success and how did you overcome these? Has the project raised any opportunities? If so, how does your team plan to take advantage of them? This is an ideal place to make reference to any unexpected issues or barriers that may have come up during your excellence project. If your project plan didn’t progress as planned, please explain why and what you did instead.

Value added benefits

Please outline what the value added benefits of completing an Excellence project were. These are anything that arose from the project that wasn’t planned, or any additional benefits outside of your original KPIs and objectives. Examples could be building community bridges, strategic community partnerships, engaging hard to reach students, helping to widen participation in sustainability issues, building a stronger Green Impact community etc.

Legacy

Please outline where you hope to take the project next and what the legacy effects of your Excellence submission are. For instance, will the project continue? Will the project result in any lasting change? Do you plan to share the results with others or is there scope for others to adopt a similar project? What would your recommendation be to others wishing to carry out a similar project?

Photograph

Please include a photograph (or photographs) relating to your project – you can provide captions for these in this section.