

# IMAP

Inner Melbourne Action Plan



## **Background**

IMAP a joint initiative between the cities of Melbourne, Port Phillip, Stonnington and Yarra who have been working together to recognise the economic, social and cultural impacts the knowledge sector has on the inner Melbourne region. Focused on developing stronger links with the education sector a policy and supporting document have been built to make it easier for staff to gain access to a student workforce.

This template document can be taken and adapted for implementation into your own organisation – look for the **yellow text** for suggested areas of change.

## Student Project Brief

This form should be used to request a student or group of students to work on a project. The information can be provided to higher education providers and prospective students in order to recruit student candidates for your project. If scope statements or project plans are already complete these can be used as an alternate to this document.

*Italicised text indicates your required input.*

If you have any questions in regards to this form contact Human Resources.

### Details

<b>Project Name</b>		<i>Project name.</i>
<b>Project Duration</b>	<b>Start Date:</b>	<i>Date you would like student to start</i>
	<b>End Date:</b>	<i>Date you believe student involvement will end.</i>
<b>Project Location</b>		<i>If you expect student to be on-site provide address.</i>

### Description

<b>Overview</b>	<i>Provide an overview of the project – nature of the project; the scope, the stakeholders and the timelines.</i>
<b>Project Tasks and Outcomes</b>	<i>List the tasks student(s) are expected to undertake:</i> ▪
<b>Attributes of Student</b>	<i>List attributes student(s) are expected to display:</i> ▪
<b>Dimensions/Exposure</b>	<i>Provide an overview of dimension and exposure within the role – for example if the student be exposed to senior stakeholders; unique ideas and concepts.</i>
<b>Area of Study</b>	<i>Provide the disciplines / study areas considered appropriate for this project.</i>
<b>Qualification Level</b>	<i>Provide preferred level of student– for example undergraduate or postgraduate</i>
<b>Payment</b>	<i>Provide details of payment for this project.</i>
<b>Reporting To</b>	<i>Provide details of role and person student will report to.</i>
<b>Contact Point</b>	<i>Who will be the contact point for this position? Universities and students may contact you in regards to the details of the project/position.</i>