MFRE GRADUATING PROJECT 2024 - PROJECT PLAN TEMPLATE

The Project Plan should be between 3 -5 pages.

Identify the type of Graduating Project you are involved in (Research, Consultancy, or Internship with industry).

Your Project Plan will include all the sections on the left-hand side (in orange), but you should only focus on 1 of the 3 columns (blue) to write your Project Plan.

	RESEARCH PROJECT	CONSULTANCY PROJECT	INTERNSHIP WITH INDUSTRY
PROJECT PLAN: DUE MAY 21, 2024 on Canvas (and Email to Faculty Supervisor)			
PROJECT TITLE, OBJECTIVE AND CONTEXT			
PROJECT TITLE	**Keep it simple and direct**	**Keep it simple and direct**	**Keep it simple and direct**

PROJECT OBJECTIVE
 	
OBJECTIVES define **WHAT** you are wanting to achieve in your Graduating Project and require indentification of the benefits, outcomes or performance improvements you want to achieve from the project. These are NOT deliverables!
	Develop the fundamental research question and sub questions – basis the hypothesis format.
	
	Ex:
	What is the impact of farm property taxes on farmland conservation?
	
	What is the effectivness of the economic policies at the local, national, or international level in achieving desired outcomes, such as economic growth, employment, inflation control, or income distribution?
	
	What are the labor market dynamics, skill mismatches, and potential policy interventions that influence job creation, skills development, and income equality in the food processing sector?
		1. Develop a main objective that encompasses the big picture of the project, including an outcome statement.
		2. Develop sub-objectives that will help achieve your main objective.
		
		Example:
		Main Objective: The objective of this project is to develop a set of ESG data collection and reporting tools to support accurate data management and collection for a Sustainability Report.
		Sub-Objectives:
		- Conduct a needs assessment to understand participants' requirements, preferences, and challenges regarding ESG data collection and reporting.
		- Design a customized ESG data collection and reporting tool using Power BI dashboards that is tailored to specific company requirements and particpants' preferences.
			Specify the overarching purpose of your project even if it is a series of projects/tasks. You may include specific projects that you may be involved in.
			
			Example:
			The objective of this internship is to…[insert].
			  … review business development options for a new product being developed by the organization.
			  … develop material to support technology adoption in producer groups.
			  … assess the financial feasibility of clean energy innovations for industrial use.

PROJECT CONTEXT CONTEXT demonstrates **WHY** this project is required by the research/firm/agency.	**Context for Research Question** Describe the need or opportunity that motivated the project and research question.	**Context for the Business Challenge or Opportunity** Provide a brief description of the current business and environment opportunity or challenge that led to the need for the project.	**Context of your role in relation to the organization's bigger picture** Provide a short description of the company, including the context in which the organization currently operates. Describe the role you will take on during the summer and how this role in the firm will contribute to the organization in a specific manner.

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DELIVERABLES			
DELIVERABLES are tangible items such as documents, reports, presentations, or dashboards that you will produce during the project to meet objectives. They need to be stated as **nouns** (not actions).	**List your Research Partner Deliverables, and include a short description for each deliverable.** **Research Project Deliverables:** Faculty Supervisor and Student should define the level and detail of the working paper including options of the following: • Research working paper for a select journal • Presentation of research findings • Policy brief • Stata, R code, Excel and Data analysis report **MFRE Deliverables:** You will also need to submit end-of-term deliverables to the MFRE Program in August. These include: a short MFRE Brief summarizing your project, a 2-sentence project summary, and your final presentation slides. Details on Portal. You can include these MFRE deliverables as one bullet point, no description needed.	**List your Project Partner Deliverables, and include a short description for each deliverable.** **Project Partner Deliverables:** Examples (include a short description for each deliverable). • Policy brief report • Coordinated set of financial statements (NOT "financial assessment") • ESG Sustainaility report and dashboard (NOT "analysis") • Economic impact report (NOT "economic analysis") • Cost and margin analysis excel spreadsheet • Literature review document • Industry and Competitive Analysis document • Some projects require confidentiality agreements. Please include in your Plan if you are required to sign a confidentiality and non-disclosure agreement. **MFRE Deliverables:** You will also need to submit end-of-term deliverables to the MFRE Program in August. These include: a short MFRE Brief summarizing your project, a 2-sentence project summary, and your final presentation slides. Details on Portal. You can include these MFRE deliverables as one bullet point, no description needed.	**List your Project Partner Deliverables, and include a short description for each deliverable.** **Project Partner Deliverables:** • Some internship-type GP's emphasize ongoing tasks and operational activities (processes instead of projects), so you may not have specific project partner deliverables. If this is the case, please list down the tasks you will perform during the project. Please discuss this with your Site Supervisor, so you'll know if they expect you to produce specific deliverables throughout the term. • Some internships require confidentiality agreements. Please include in your Plan if you are required to sign a confidentiality and non-disclosure agreement. **MFRE Deliverables:** You will also need to submit end-of-term deliverables to the MFRE Program in August. These include: a short MFRE Brief summarizing your project, a 2-sentence project summary, and your final presentation slides. Details on Portal. You can include these MFRE deliverables as one bullet point, no description needed.
APPROACH (AND METHODS)			
APPROACH provides the **high level roadmap** of **how** you will complete the project from start to finish and includes the identification of major phases. Phases are based upon the objectives and deliverables. This section will be serve as a base to develop a more detailed set of tasks and Gantt chart later on.	**Describe the methods or approach you will be using to answer the research question/s. Include a milestone (or deadline) for each phase.** **You may visualize this section as a table, flow chart, or written outline, as long as it contains all the elements (phase, description, and milestone finish date).** Example Phases (and provide 1-2 sentence description for each of these phases). Include methods as much as possible: 1. Literature Review (Deadline: June 15) 2. Econometrics fixed effect panel data model using variables of property tax in each municipality, area under grassland conservation, added variables over time (Deadline: July 10) 3. Report writing (Deadline: August 8) Ensure you have conducted a thorough literature review and present the range of methods others have used to assess similar research questions, why you are using the same or different methods and/or why the selected method is a good fit with your project. **Note:** A visual flow chart can help the reader identify dependencies within the phases (which phases can be done together, and which ones are staggered).	**Define a set of phases. Include a 1-2 sentence description for each phase. Include a milestone (or deadline) for each phase.** **You may visualize this section as a table, flow chart, or written outline, as long as it contains all the elements (phase, description, and milestone finish date).** Example Phases (and provide 1-2 sentence description for each of these phases). Include methods as much as possible: 1. Research challenges with the marketing of the company's new product (Deadline: May 31) 2. Research industry trends and structure using UBC databases (Deadline: May 31) 2. Collect and organize competitor data (Deadline: June 20) 3. Develop Outline, Major Headings, and Data Visualizations for Market Report (Deadline: July 20) 4. Writing of final report (Deadline: August 8) 5. Obtain final review feedback from SS and FS for final report (August 18) **Include specific methods if applicable.** Example: Dupont Analysis, Porter Five Forces, PAM, SWOT, Survey, Focus Groups, ARIMA, Exponential Smoothing, Regression, or LEAN. **Note:** A visual flow chart can help the reader identify dependencies within the phases (which phases can be done together, and which ones are staggered).	**Describe the high level approach you will use to complete the project from start to finish. Include a 1-2 sentence description for each approach. If applicable, include a milestone (or deadline) for each phase.** **You may visualize this section as a table, flow chart, or written outline, as long as it contains all the elements (phase, description, and milestone finish date).** Example Phases (and provide 1-2 sentence description for each of these phases). Include methods as much as possible: 1. Data analysis through Excel, data visualization through Tableau or Python 2. Model development and summary statistics 3. Financial analysis based on company's standard procedures **Note:** A visual flow chart can help the reader identify dependencies within the phases (which phases can be done together, and which ones are staggered).

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DATA			
DATA provides data sources, access and validation methods and developed using the project approach (and methods) as a guide.	**Define your data sources, how you will access them, and how you will validate data completeness and accuracy. Provide what data is reported, included, and excluded, collection process plus a detailed summary of the data variables. Be as specific as possible.** Example: • BC rural municipalities data: property tax data and area under grassland conservation over 2000 to 2021. • Access to data – Faculty Supervisors will provide data using their access to BC provincial data base. • Data accuracy – panel data validation checks. **Important:** Use the first 2 weeks of May to access and evaluate various data sources for the project.	**Define your data sources, how you will access them, and how you will validate data completeness and accuracy. Be as specific as possible.** Example: • Data source - Company's internal sales data (in Excel file, containing monthly data, by store, by product for last 3 years). • Access to data – the Site Supervisor will provide the raw data. • Data completeness and accuracy – after every analysis conducted, validate using 2 measures before submitting to Faculty and Site Supervisor. **Important:** Use the first 2 weeks of May to access and evaluate various data sources for the project.	**Define your data sources, how you will access them, and how you will validate data completeness and accuracy.** Example: • Data source - Data from BC Business or City of Vancouver sources • Access to data – signed confidentiality agreement with the City of Vancouver • Data completeness and accuracy – Review differences between actual data vs. expected data during meetings with Site Supervisor. **Important:** Use the first 2 weeks of May to access and evaluate various data sources for the project.
RISKS			
RISKS identifies the major risks and mitigation strategies.	**Identify potential risks (2-5) and potential strategies to mitigate each of them.** Example: • Risk: The model missed important variables to be able to achieve a meaningful result or results not significant. • Mitigation: Discuss the model, variables and data carefully and in detail with Faculty Supervisor *before* starting work on the model.	**Identify potential risks (2-5) and potential strategies to mitigate each of them.** Example: • Risk: Data unavailable or delayed. • Mitigation: Conduct a thorough review of data required and available data in early stages of project and discuss with site supervisor. Note: Students should note that all GP information shared with them is **confidential** and should not be shared with anyone outside MFRE staff and Faculty Supervisor. Please identify confidentiality in this risk section.	**Identify potential risks (2-5) and potential strategies to mitigate each of them.** Example: • Risk: Accidentally discuss confidential information to external stakeholders. • Mitigation: Have a conversation with Site Supervisor **before** the project starts to make sure there is alignment on confidentiality. Sign a NDA form. Note: Students should note that all GP information shared with them is **confidential** and should not be shared with anyone outside MFRE staff and Faculty Supervisor. Please identify confidentiality in this risk section.

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PROFESSIONAL DEVELOPMENT			
PROFESSIONAL DEVELOPMENT identifies both personal and professional objectives.	**Define at least 1 Personal Learning Objective that you want to gain from the project.** Examples: • Deepen understanding of the specific industry, Develop technical skills through the project, Networking with professionals in the field, Obtain work experience, etc. **Identify at least 2 Professional Competencies that you want to focus on (and work on) during the project, including how you might practice them throughout your project.** Examples: • Email writing skills, Meeting facilitation skills, Critical thinking skills, Asking thoughtful questions, Building professional relationships, Taking ownership of a project from start to end, Working in a team, Instilling trust with stakeholders, Planning and organization, Being action-oriented, Practicing self awareness, etc.	**Define at least 1 Personal Learning Objective that you want to gain from the project.** Examples: • Deepen understanding of the specific industry, Develop technical skills through the project, Networking with professionals in the field, Obtain work experience, etc. **Identify at least 2 Professional Competencies that you want to focus on (and work on) during the project, including how you might practice them throughout your project.** Examples: • Email writing skills, Meeting facilitation skills, Critical thinking skills, Asking thoughtful questions, Building professional relationships, Taking ownership of a project from start to end, Working in a team, Instilling trust with stakeholders, Planning and organization, Being action-oriented, Practicing self awareness, etc.	**Define at least 1 Personal Learning Objective that you want to gain from the project.** Examples: • Deepen understanding of the specific industry, Develop technical skills through the project, Networking with professionals in the field, Obtain work experience, etc. **Identify at least 2 Professional Competencies that you want to focus on (and work on) during the project, including how you might practice them throughout your project.** Examples: • Email writing skills, Meeting facilitation skills, Critical thinking skills, Asking thoughtful questions, Building professional relationships, Taking ownership of a project from start to end, Working in a team, Instilling trust with stakeholders, Planning and organization, Being action-oriented, Practicing self awareness, etc.
NON-DISCLOSURE AND OTHER TERMS			
OTHER TERMS	Include other Details such as: • Working schedule (hours, days, location)	Include other Details such as: • Working schedule (hours, days, location) • Your Site Supervisor name & contact info (if not MFRE-sourced project) • If you are required to sign a Confidentiality or Non-disclosure Agreement, indicate it here and be sure to send a copy to MFRE Program.	Include other Details such as: • Working schedule (hours, days, location) • Your Site Supervisor name & contact info (if not MFRE-sourced project) • If you are required to sign a Confidentiality or Non-disclosure Agreement, indicate it here and be sure to send a copy to MFRE Program.

	RESEARCH PROJECT	CONSULTANCY PROJECT	INTERNSHIP WITH INDUSTRY
GANTT CHART: DUE JUNE 6, 2024 on Canvas (Before mid-stream assessment)			
TASKS AND SCHEDULE			
Outline the **TASKS** required to achieve your deliverables, and their expected duration. Use the phases from the project approach as a base for identifying these tasks. Remember: Tasks are **actions** and must be stated in **verbs**.	**Using the high level phases from your Project Approach, break down each phase into a set of well defined tasks and then develop a Gantt Chart that includes the list of project tasks, and the duration of each task.** **1. Writing task names:** • Action + description • Active voice • Unique (no 2 tasks are exactly the same) **2. Task duration:** • General guideline: 1-3 weeks each (if a task takes less than a week, it is probably too granular. If a task takes more than 3 weeks, you should break it down further). **3. Working in teams:** • Add a column indicating who is doing which task **4. Putting them into a Gantt Chart:** • Use the Gantt Chart .xlsx template provided on the Portal. • Plan for risk - remember that you are the Project Manager for your project. • Consider waiting time for items when you need to rely on others - plan accordingly. • Consider dependencies between tasks. • Consider tasks that you can do simultaneously.	**Using the high level phases from your Project Approach, break down each phase into a set of well defined tasks and then develop a Gantt Chart that includes the list of project tasks, and the duration of each task.** **1. Writing task names:** • Action + description • Active voice • Unique (no 2 tasks are exactly the same) **2. Task duration:** • General guideline: 1-3 weeks each (if a task takes less than a week, it is probably too granular. If a task takes more than 3 weeks, you should break it down further). **3. Working in teams:** • Add a column indicating who is doing which task **4. Putting them into a Gantt Chart:** • Use the Gantt Chart .xlsx template provided on the Portal. • Plan for risk - remember that you are the Project Manager for your project. • Consider waiting time for items when you need to rely on others - plan accordingly. • Consider dependencies between tasks. • Consider tasks that you can do simultaneously.	**For Internships that have clear deliverables, please follow the instructions for "Consultancy Projects".** **For Internships that are purely task-based and do NOT have deliverables:** List the tasks you are required to perform as part of your internship. If there is a lot of ambiguity, you can list the general projects / initiatives / areas of work that you will be involved in, with a short description each.

Version: April 26, 2024