

# Project Planning for Intergenerational Practice

<b>Project Name</b>
<b>Lead contact</b> (name, email and phone number)
<b>Other workers contacts</b> (name, email and phone number)
<b>Project summary –</b> (describe what is planned bearing in mind the reader knows nothing about it)
<b>Background to project –</b> (describe how you came to identifying the project where your ideas came from)
<b>Project outcome –</b> (this is what you will achieve at the end of your project)
<b>How will project be carried out?</b> (go to partnership plan (2))
<b>Where will project be carried out?</b>
<b>Who will carry out the work?</b> (who are your partners)
<b>Timescales</b>
<b>Outline of proposed work and detailed timeline</b>
<b>Cost breakdown</b>
<b>How will you measure your outcomes – evaluation methods</b> Experiences & outcomes (school) – baseline/end point examples included Exit cards Photographs Self evaluation – How Good is our Community Learning & Development 2 (HGIOCLD2)
<b>Risks and how these can be avoided</b> (see risk guide)

**Intergenerational Quiz – Practice Session Checklist**

No. of older people attending:	At least 6 older people are required.
No. of younger people attending:	This is up to the school. You need at least 4 in a team.
No. of supervisory staff required:	Usually the teachers and a representative of the older people is sufficient.
Supervisory staff names:	
No. of voluntary staff required:	
Voluntary staff names:	
Do any of the supervisors/volunteers require a Disclosure Scotland check?	Generally no, but please check with your local authority if these are required.