

AD HOC PROJECTS - GUIDELINES

RATIONALE

The Sydney Conservatorium of Music (SCM) instigates projects with a view to providing a unique and valuable experience for students and the general public. These opportunities are designed to enhance the learning and teaching and research outcomes of the faculty and forge relationships at community, national and international levels.

GUIDELINES

- A project is defined as an ad hoc arrangement which falls outside of the standard curriculum, concert series and/or research activities and outcomes, which requires university resources and funding.
- At concept stage, projects must initially have agreement in principle from the Dean and the Faculty Manager.
- If agreed by the Dean and Faculty Manager in principle, a comprehensive project plan is to be submitted for authorisation to proceed. The plan will require details such as a statement of purpose, strategic alignment, research outcomes, budget breakdown including contingencies, partnerships, timeline etc. Depending on the scale of the project, initial approval may be required 12 months in advance, in order to secure funding and/or resources.
- When the project is authorised, the details are shared with the relevant faculty professional staff, who then proceed to plan logistical and artistic support as required.
- Considerations include:
 - Venue availability (checked via the [University Timetable system](#) and booking requests through [Conservatorium Timetable](#)).
 - Budget, including contingencies for use of university resources such as staff, equipment, venues etc.
 - Availability and allocation of staff and other resources.
 - Student commitments.
- An Agreement for Services (or an acknowledgement from the Dean) is provided to any guest (non-staff member), paid or unpaid, where the agreed services, deliverables, university resources, intellectual property rights and fees are clearly stated. These contracts are signed by the guest and the Dean or Head of School.
- Any payments must be supported with cost codes specific to the project.

PROCEDURE

- When a potential project is being conceived, contact the [Executive Assistant](#) to make an appointment to brief the Dean and Faculty Manager. A Statement of Purpose, which includes the project's strategic alignment, is required in advance of the meeting.
- If the concept is agreed in principle by the Dean and Faculty Manager, [this link provides access to the project plan template: https://sydneycon.formstack.com/forms/project_requisition_form](https://sydneycon.formstack.com/forms/project_requisition_form).
- Submit a comprehensive project plan with all required information, including venue booking/s.
- **Please do not start your project until you have written authorisation.**
- If the Faculty Manager recommends that the project is viable to the Dean and it is then mutually approved, the Executive Assistant will schedule a meeting with all stakeholders to discuss the project in detail and proceed with planning.
- Cost codes will be allocated for the project.

TIMELINE

Depending on the scope of the project and whether it is possible to facilitate within the available timeframe, the following steps are required:

- ✓ Concept meeting with the Dean and Faculty Manager
- ✓ Venue bookings
- ✓ Approval of the project plan by the Dean and Faculty Manager
- ✓ Stakeholder meeting.

These elements, if required, will need to be arranged according to these guidelines:

- ✓ Minimum of 2 months prior: resources and staffing arrangements
- ✓ Minimum of 1 month prior: marketing; student notification; if guests are required, signed Agreement for Services contracts; visas (prior to guest departing their country); travel arrangements.