# **GUIDE TO PLATINUM PROJECT PROPOSAL FOR APPROVAL**

Please note: this document serves as a guide only, identifying the key components of a Platinum Project proposal and submission document. You are welcome to add as much additional detail as you like, providing these components have been covered. Project outlines received are generally between 2-5 pages long. Project submissions generally between 4-8 pages.

**DEADLINE: SUBMISSIONS MUST BE BY PRIDE IN DIVERSITY NO LATER THAN 10 DECEMBER. You will be notified of approval.**

**Please send submissions to:** dhough@acon.org.au with a copy to mlatchford@acon.org.au and wreilly@acon.org.au

Please ensure that your Platinum Project Outline covers:

1. **REQUIRED LGBTQ WORKPLACE INCLUSION FOCUS**

Please provide a short ‘overview’ paragraph identifying the area to be addressed by the project ensuring that there is a clear link between your project and LGBTQ workplace inclusion.

1. **CONTRIBUTION OF PROJECT**
Please select one of the following (click checkbox to select/deselect)

[ ] This is an internal project only addressing an identified internal need.
 *Please identity how this this need was identified and how this project will specifically address this need.*

[ ]  This is an ‘external contribution focus’ and will be donated to Pride in Diversity to distribute amongst member base as a contributing Platinum Project delivered by your organisation

[ ]  Both apply to this project.

1. **KEY PROJECT DELIVERABLES**Please identify up to 4 key deliverables for your project.
2. **PROJECT ASSESSMENT**Please provide up to 4 measurable performance indicators, that which you will use to assess the success or otherwise of your project.
3. **PROJECT TIMELINE / ESTIMATION OF EFFORT (HOURS/DAYS)**Please project a brief project plan or timeline including responsibilities, deliverables, assessment period, executive sign-off and submission. Please include an estimation of hours or days that you are anticipating will be required for the project.
4. **EXECUTIVE ENDORSEMENT**

Please provide Executive Sign-off / Endorsement for the body of work undertaken for this project.

# **GUIDE TO PLATINUM PROJECT SUBMISSION**

Please note: this document serves as a guide only, identifying the key components of a Platinum Project submission. You are welcome to add as much additional details as you like, providing these components have been covered.

**Your submission must include:**

[ ]  Your Platinum Project Submission (generally between 4-8 pages long - this can be presented as a document or powerpoint presentation. **This will be treated as confidential.**

**Plus**

[ ]  A maximum one page unformatted overview of your project, that if successful, can be featured on the AWEI website. Please do not include any design formats within this document, or any information that you wish to remain confidential. Consider your audience: other organisations working in LGBTQ inclusion seeking an understanding of the work that was undertaken for your platinum project submission. Please include a maximum of 2 photos.

**DEADLINE: SUBMISSIONS MUST BE BY PRIDE IN DIVERSITY NO LATER THAN AWEI DEADLINE FOR THE YEAR THAT YOU ARE SUBMITTING. You will be notified of approval prior to Awards.**

**Please send submissions to:** dhough@acon.org.au with a copy to mlatchford@acon.org.au and wreilly@acon.org.au

Please ensure that your Platinum Project Submission covers:

1. **ORIGNAL PROJECT PROPOSAL** (not included within Submission Page Count)
2. **PROJECT SUBMISSION COMPONENTS:**
	1. **PROJECT DELIVERABLES** – Please supply a copy of your key project deliverables identified within Section 3 of your project proposal
	2. **CHALLENGES / INSIGHTS / LEARNING** – Please supply a brief account of any challenges / insights / learning as a result of this project along with reasons for any changes made along the way, non-delivery of any anticipated deliverables or additional work not originally anticipated.
	3. **PROJECT MEASUREMENT** - Please provide an assessment of the success or otherwise of your project utilising the KPIs identified within Section 4 of your project proposal.
	4. **TIME INVESTMENT** – Please provide an estimation of time invested in the project. This can be in hours/days and need be an estimation only.
	5. **PROJECT CONTRIBUTION** – if your project was identified as one in which the findings or deliverables would be donated to Pride in Diversity for free distribution to its member base as a contributing Platinum Project from your organisations, please provide
	i) a sign-off statement to that effect
	ii) a copy of branded materials (branding must include clearly identification of this as an AWEI Platinum Project) that can be freely distributed
	6. **EXECUTIVE ENDORSEMENT OF CONTRIBUTION –** Please provide executive sign-off and endorsement in regard to the strategic contribution of your project.