Flow chart guide for potential photographic projects

Prepare Project outline including objectives
- Secure funding

Project Manager / Coordinator in post
- Identify source and target number of referrals
- Devise realistic planning and delivery timeline with all involved
- Recruit Support Workers

Project Planning
- Discuss and negotiate Steering Group Meetings
- Explore delivery venues
- Explore and arrange evaluation as appropriate
- Explore venues for exhibitions and arrange as appropriate
- Book delivery venue and arrange catering for workshops
- Liaise with photographic facilitators and support workers on a regular basis regarding all arrangements
- Ensure all key personnel have everyone’s emergency contact details

Project Implementation
- Project Manager / coordinator to manage the day to day logistics - as per the guidance notes
- Meet prospective participants. Recruit to project and issue workshop details. Discuss transport needs and arrange transport if required
- Plan workshop content
- Prepare marketing material and market project to all potential referrers
- Ensure Support Workers have workshop plans and details for the participants they are transporting
- Workshops to be delivered in a relaxed atmosphere. Allow time for flexibility for adjustments to the participants needs

Project delivery
- Remind participants of workshop details 1-2 days before the start
- Keep attendance records for each workshop