
Joseph Bloggs
Project Brief
Co-ordinate Headstart induction session

1 June 09

Summary of brief Organise Headstart session at Niceville College.

- Guidelines**
- Recruit tutors
 - Make session plan with materials
 - Hold a briefing session with tutors
 - Be present to co-ordinate the actual event.
 - Gather evaluation and pupil profiles according to questionnaire supplied by HP.
 - Gather evaluations from staff at MMU.
 - Submit short report of event to HP
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- Contacts**
- Sam Black
 - Andrew Green
 - Dave Brown
 - Rita White
 - Traci Bridge
 - Janice Tower
 - Reprographics
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Agreed price Approximate price £900

Timescale Begin date..... Complete date..... Signature of employee.....
