



ROLES AND RESPONSIBILITIES FOR PROJECT STAKEHOLDERS

Students	Shopfront
<p>Attend and have input into:</p> <ul style="list-style-type: none"> • initial meeting with community group • immersive experience • work-in-progress presentations to client • and final presentation and hand-over to your community client. <p>Produce a design brief for approval from client and academic supervisor that includes meeting schedules and deadlines</p> <p>Undertake the design work as defined in your brief.</p> <p>Advise Shopfront of any changes to your contact information.</p> <p>Advise Shopfront immediately should any non-academic difficulties with the project be encountered.</p> <p>Complete evaluation/feedback forms at the end of your project.</p> <p>Be committed to project outcomes.</p>	<p>Work with the community group to develop project outline that is submitted to the Subject Coordinator.</p> <p>Organise the initial meeting between community client, students and supervisors.</p> <p>Work with the community client and students on the development of the immersive experience.</p> <p>Provide access to the Shopfront's meeting room and office space when required and available.</p> <p>Provide ongoing liaison support and feedback to students and the community groups for the duration of the project.</p> <p>Acknowledge and promote UTS staff and student achievements and contribution in the Annual Report and on website.</p> <p>Provide assistance with making minor changes to Adobe Creative Suite files following project completion.</p> <p>Be committed to project outcomes.</p>
Academics	Community Organisations
<p>Responsible for all academic and subject related activities undertaken.</p> <p>Assess the content and scope of the project to ensure it meets the subject's objectives and is deliverable.</p> <p>Supervise of the student/s within subject requirements providing feedback on content and process.</p> <p>Provide academic assessment and feedback through semester through formal assessment.</p> <p>Advise Shopfront immediately should any difficulties with the project be encountered.</p> <p>Be committed to project outcomes.</p>	<p>Nominate a liaison person to act as the student contact (requires a <u>minimum</u> time commitment of two hours per week).</p> <p>Complete Client Briefing Form.</p> <p>Arrange an immersive experience to give students a better understanding of the social issues being addressed by your organisation.</p> <p>Provide ongoing and timely feedback, direction and evaluation of students work as required.</p> <p>Attend the initial meeting, work-in-progress meetings and project presentations.</p> <p>Advise Shopfront immediately should any difficulties with the project be encountered.</p> <p>Acknowledge work of the students, academics, and UTS Shopfront.</p> <p>Be committed to project outcomes.</p>