Template: Identify who will be involved in the initiative and how

This template is designed to help identify and record what roles are important to implementing your initiative.

Once you have identified an initiative to implement, use the following table to note down what the key roles are and who will be responsible for them. The table includes some common key role descriptions as a starter.

To use this table:
- Add new roles where they are important to your initiative
- Remove common role descriptions where they are irrelevant to your initiative (e.g. if you don't have a partner, you can remove the key partner representative)
- Edit the common role descriptions to better suit the tasks involved in implementing your initiative
- Imagine and note down who would be carrying out that role for your initiative (see the Toolkit for who is usually responsible for different roles in STEM education initiatives)
- Imagine and note down how many people you would require in each of these roles. This gives you a starting idea of how many people would need to be involved to run the initiative. You can use this to inform your conversations with school leadership and partner organisations.

Role title	Role description	Who?	How many?
Project manager (either at school or organisation)	Ensures: • Everyone is working towards the same goal • Progress is matching expectations • The initiative is running smoothly		
Key partner representative	Works with project manager to develop initiative and sets expectations for their organisation or school. Organises their ongoing contribution to the initiative (e.g. resources, volunteers, funding).		

Role title	Role description	Who?	How many?
Co-ordinator	Keeps those involved in the initiative informed about key decisions. Keeps parents, students and staff informed about the initiative.		
Initiative 'staff'	Contribute their time and resources to taking part in the initiative (e.g. taking classes, doing demonstrations, participating in professional learning).		
[Enter other roles]			
[Enter other roles]			