

# PROJECT GROUPS



# What is a Project Group?

Previously these groups were called Working Groups, but to mark a new era and purpose of these groups, they will be called Project Groups moving forward.

## Project Groups will be;

a time-bound team (2–6 months)

formed to deliver a specific output

member led, association supported

stood down once the project is complete

# Why get involved in Project Groups?

Deliver industry-leading outputs (toolkits, guides, templates)

Influence best practice across the sector

Gain visibility as a contributor or leader

Develop leadership and project experience

Work on real, time-bound industry challenges

# How it works

Clarify the project's overall objectives and goals.

**Project identified**

**Team assembled**

**Deliverables created**

**Outputs Published**

**Group stood down**

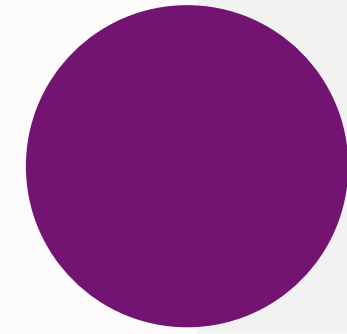
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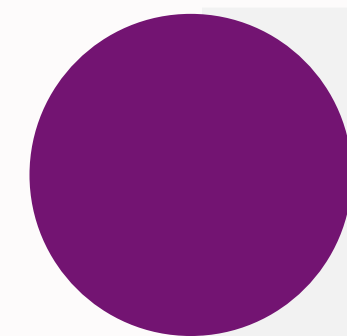


# Roles & Responsibilities

Ahead of each project clear roles will be defined amongst volunteers.



**Programme Lead**  
ESSA, on hand to support Project Group.



**Chair**  
An ESSA Member who leads group and keeps momentum.



**Project Lead**  
An ESSA Member who owns deliverables.



**Members**  
Contribute and complete actions

# What success looks like

## **Project Groups tangible outputs may include but not limited to;**

- Industry toolkits,
- Best practice guides,
- Templates and checklists
- Position papers
- Webinar outputs

## **Existing examples;**

- Sustainability Accreditation including guidance notes.
- Roundtables.

# How they differ from ESSA Project Groups

## ESSA Project Groups

- ESSA led.
- Time bound (2-6 months).
- Output driven.
- Clear member accountability.
- Structured milestones & charter.
- Members lead outputs.

## Cross Association Working Groups

- AEV, AEO & ESSA ownership.\*
- Ongoing with cadance of meetings across the year.
- Discussion & alignment focused.
- Contribution encouraged but flexible.
- Flexible agenda.
- ESSA contributes expertise.

\* Meetings organised by AEV.

# Next steps

## Join a Project Group

- [Sign up to a group here.](#)
- You will be added to a Whatsapp group with other Project Group members in your preferred area.
- When an appropriate project is defined ESSA will look at the Whatsapp Group members for volunteers who has the capacity to support.

## Submit a project idea

- [Submit your project idea here.](#)
- The project idea will be reviewed by ESSA to assess its feasibility and its alignment to ESSA's purpose.
- If successful ESSA will liaise with you to set up the relevant Project Group.