

Project Brief	
<p>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</p>	
Project Name	What's IT all about? – for the over 50s
Project Manager	Mrs Brenda Oldfield
Document Author (if different from Project Manager)	Brenda Oldfield and Paul Stringer
Organisation Name	Eggborough Methodist Community Church



Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

The older community would benefit from this project. They will learn more about their laptops, tablets and smart phones. This will lead to less loneliness and isolation as they will be able to access social media or their families by way of Skype. They will be able to do this in their own village and not have to travel into Selby.

Eggborough Methodist Community Church has been completely renovated. This was made possible by grant funding from various sources and financial support from local businesses and residents. The church is now a welcoming attractive building and the stewards want to “repay” the funders by encouraging activities that make the church a vibrant hub as well as retaining its role as the spiritual centre of the village.

In July 2017, we produced a newsletter that contained a questionnaire. We delivered almost 1,400 of these newsletters to homes in Eggborough and the neighbouring village of Whitley.

From the responses we received there was a clear priority requested from residents - for an “Overs 50s Computer Club”.

Details of the Project

Please list the details of your project

We have been discussing how we can turn this wish into a reality for older residents in our community.

At first, we thought about purchasing laptops so that residents could learn Windows etc but then we realised that people would more than likely have their own laptop, tablet or smart phone and what they really need is tuition on how to get the best from the actual equipment they own.

Our project is:

- To have broadband installed in the church
- To have a tutor in place, who has a broad knowledge of all aspects of IT, to be available for 2 or 3 hours each week
- To have a printer and paper to print off guides, examples of work achieved etc.

Residents can then attend the weekly sessions to problem solve, increase their IT knowledge and confidence.

We see the sessions being a combination of group activities and individual time slots for specific problem solving.

We will review progress quarterly in order to identify and implement any ideas and feedback from members.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

Our project will make a positive contribution to the Southern CEF CDP. Our project will be bringing a new activity to local residents, we will be equipping residents with skills to reduce their isolation and reducing their reliance on public transport to access services.

The project will encourage older residents to become less isolated and lonely by learning how to use laptops, tablets and smart phones. This will develop skills in communication through email, facebook, Skype as well as how to utilise the internet to find out what is going on locally.

They will have local tuition, meaning that they do not have to have transport to local towns as some older residents cannot travel alone by public transport but can get to the chapel on mobility scooters.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

There are no financial benefits.

This project will enhance the lives of our older residents. It will bring residents together through a shared desire to improve their IT skills, at the same time this will develop new contacts and friendships. Attendees will also learn more about the other activities going on in the church and locally.

Our initial project could also be extended to a children's computer club as the broadband will be there.

We also believe that our project will encourage more use of the church for other activities if there is internet access.

The church will only benefit from the hire fees.

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

If our application is successful, we have a tutor in place. Paul Stringer lives in the neighbouring village of Hensall. He is skilled in all aspects of IT. He is also a community-minded young man who will lead this activity and record results that can be given as feedback at the end of the project.

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

The first thing would be installing broadband and we would depend upon BT for this but in the meantime, we would be contacting those residents who responded to the questionnaire and advertising for more interested parties through posters, the Selby Times our facebook page, the Parish website and the Methodist circuit website.

Funding deadlines would be dependant on whether we could access funds for one or two years.

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

- **Costs –**

BT costs for a 24 month contract - fixed, the only contract on offer	1080.07
Chapel rent based on 3 hrs per week for 50 weeks @ £8 per hr	1200.00
Wi fi colour printer	100.00
Ink cartridges	50.00
10 reams of paper	50.00
Tuition based on 3 hrs per week for 50 weeks @ £20 per hr	3000.00
TOTAL COST	5480.07

- **People** – one professional tutor, supported by a small team of volunteers. Paul is competitively priced compared to other IT training options available.

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

All of the funding we are seeking is from the Southern CEF.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

The only risk is that the project may fizzle out but any grant would be ringfenced and closely monitored. Unused grant monies could be refunded.

With good publicity, word of mouth and being set in the heart of the village we believe the project will be well attended and hold a wide range of people.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

No, but we may seek interested volunteers so that we could do more intensive one-to-one tuition.

As with any community project we may have other issues being raised by attendees. We have strong links with Selby District AVS Social Prescribing Service and will refer people who may benefit from this.

Our IT group will also be able to share the latest information about the CEF, Parish Council and other activities / services taking place locally.