# Decision basis: Project name

## Information for you who fills in this decision basis

This template should be filled in by those who apply for project engagement within Chalmers Student Union. What is highlighted in yellow should be removed and filled in with your own text, this information text can be removed in its entirety. If you have any questions about the decision basis or to discuss ideas, applicants can talk to the vice president of the union ([vo@chalmersstudentkar.se](mailto:vo@chalmersstudentkar.se)).

In order for the union board to make a decision to grant the application, this decision basis must be completed and submitted to the union board. The application must be submitted via the Board by the applicant organization. After the union board's decision, an outcome report is sent to the applicant that clarifies the decision taken by the union board and comments on the decision.

## Background

Fill in the background for the project. Relevant information about subject and why it is important. Relevant extra material for the project should be attached separately.

## Purpose and objective

It is important that the purpose and objective with the project is clear. Questions that should be answered:

* Why do you want to run the initiative?
* What is the purpose of the initiative?
* Why should Chalmers Student Union as an organization run this initiative?
* What are the member benefits of the initiative?
* What is the objective of the initiative, what will you deliver?

## Resources

Här beskriver ni de resurser som ni tror studentkåren kan bidra med för att genomföra projektet. Det kan vara allt från lokaler till finansiering. Det är bättre att göra ett försök och be om något även om vi kanske inte kan bidra. Det hjälper kårstyrelsen att få en förståelse för era behov.

1. Marketing
   1. Newsletter to recruit people to join the game
2. Premises and storage
   1. A room for about 20 people to play board games
3. Financial support
   1. 1000 SEK for fika (coffee and pastries) once a week
4. Training courses
   1. Cardiopulmonary resuscitation training

## Time plan

Here the timetable is filled with the start and end dates of the project and important deadlines during the course of the project.

Items to be included in the timetable are:

* Start date of the initiative
* End date for the initiative
* Date for reporting to the union board.

Items that can be included in the timetable are:

* Workshops or other meetings that the student division/society/committee plans to have
* Preparatory work that needs to be done to enable the initiative.

## Contact information

The members of the project team are specified here. It should also indicate who is the project leader.

|  |  |  |  |
| --- | --- | --- | --- |
| **First and last name** | **Responsibility** | **Student division & year of admission** | **Email address** |
| Emilia Emilsson | Project leader | e16 | emem@chalmers.se |
| Emil Emiliadotter | Project team member | k16 | meme@chalmers.se |
| … | … | … | … |

## Motion

With the above as background it is moved

**that** the project engagement project name is started and the project is granted an amount up to XXXX SEK.