

Visit Planning Template

If you are intending to visit another part of the University or another organisation in connection with your work you may find it helpful to consider the questions below to provide a focus for the visit and any consequent actions.

1. Who?

Who is going on the visit?	
Who are you going to see?	

2. Where and when will the visit be held?

Organisation		
Campus/Site		
Address		
Building/ Room number		
Date and time		

3. Why are you visiting?

What is the overall purpose? What will you be discussing? What do you hope to achieve/find out? What actions will you take as a result?	
--	--

4. Action

How will you use the information? How will you report back? To whom? How will it benefit you/your Faculty or Directorate/the University?	
---	--

5. Outcomes

Notes of the visit.

Actions agreed.

Further actions identified.

Reflection on the usefulness and benefits of the visit in influencing your thinking.