

Annex 1

**Havering ChangeUp
Milestones and Targets**

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
Improving Performance Project	Q1	<ul style="list-style-type: none"> ▪ Identify delivery staff ▪ Research commences 	<ul style="list-style-type: none"> ▪ Performance Tool ▪ Training ▪ Review course material 	<ul style="list-style-type: none"> ▪ Dissemination and support ▪ Training ▪ Monitoring
	Q2	<ul style="list-style-type: none"> ▪ Implementation of performance tool 	<ul style="list-style-type: none"> ▪ Performance Tool ▪ Training 	<ul style="list-style-type: none"> ▪ Dissemination and support ▪ Monitoring
	Q3	<ul style="list-style-type: none"> ▪ Performance tool ▪ Dissemination of best practice ▪ Identify and confirm training ▪ Publicity 	<ul style="list-style-type: none"> ▪ Performance Tool ▪ Dissemination ▪ Training ▪ Monitoring 	<ul style="list-style-type: none"> ▪ Review monitoring information ▪ Written report
	Q4	<ul style="list-style-type: none"> ▪ Performance tool ▪ Dissemination ▪ Training commences 	<ul style="list-style-type: none"> ▪ Performance Tool ▪ Dissemination and support ▪ Monitoring 	<ul style="list-style-type: none"> ▪ Written report completed

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
Governance Project	Q1	<ul style="list-style-type: none"> ▪ Identify delivery staff ▪ Publicity ▪ Support commences 	<ul style="list-style-type: none"> ▪ Support and training ▪ Review course material ▪ Development of Induction processes 	<ul style="list-style-type: none"> ▪ Support and training ▪ Collation of monitoring ▪ Dissemination of best practice
	Q2	<ul style="list-style-type: none"> ▪ Support ▪ Identify and confirm training 	<ul style="list-style-type: none"> ▪ Support and training ▪ Dissemination of best practice 	<ul style="list-style-type: none"> ▪ Support ▪ Collation of monitoring
	Q3	<ul style="list-style-type: none"> ▪ Support ▪ Training commences 	<ul style="list-style-type: none"> ▪ Support and training ▪ Dissemination of best practice 	<ul style="list-style-type: none"> ▪ Collation of monitoring ▪ Written report
	Q4	<ul style="list-style-type: none"> ▪ Support ▪ Training 	<ul style="list-style-type: none"> ▪ Support and training ▪ Dissemination of best practice 	<ul style="list-style-type: none"> ▪ Review monitoring information ▪ Written report completed

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
Organisational Development Training	Q1	<ul style="list-style-type: none"> ▪ Identify delivery staff ▪ Identify and confirm training ▪ Accreditation developed ▪ Publicity ▪ HR training commences - ELN 	<ul style="list-style-type: none"> ▪ Identify and confirm training ▪ Publicity ▪ Disaster Recovery Training commences ▪ Further accredited financial training developed 	<ul style="list-style-type: none"> ▪ ELN training (see Workforce Development project below)
	Q2	<ul style="list-style-type: none"> ▪ Accreditation developed ▪ Training 	<ul style="list-style-type: none"> ▪ Support ▪ Training 	<ul style="list-style-type: none"> ▪ ELN training (see Workforce Development project below)
	Q3	<ul style="list-style-type: none"> ▪ Publicity ▪ Financial training commences 	<ul style="list-style-type: none"> ▪ Support ▪ Review course material 	<ul style="list-style-type: none"> ▪ ELN training (see Workforce Development project below)
	Q4	<ul style="list-style-type: none"> ▪ Training ▪ Support 	<ul style="list-style-type: none"> ▪ Support ▪ Training ▪ Collation of monitoring ▪ Written report 	<ul style="list-style-type: none"> ▪ ELN training (see Workforce Development project below)

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
Premises Project	Q1	<ul style="list-style-type: none"> ▪ Identify delivery staff 	<ul style="list-style-type: none"> ▪ Feasibility study 	<ul style="list-style-type: none"> ▪ Business Plan ▪ Training
	Q2	<ul style="list-style-type: none"> ▪ Collation of research material 	<ul style="list-style-type: none"> ▪ Feasibility study completed 	<ul style="list-style-type: none"> ▪ Business Plan
	Q3	<ul style="list-style-type: none"> ▪ Feasibility study commences 	<ul style="list-style-type: none"> ▪ Collation of research material ▪ Website updates ▪ Training 	<ul style="list-style-type: none"> ▪ Business Plan ▪ Website updates
	Q4	<ul style="list-style-type: none"> ▪ Feasibility study ▪ Website updates ▪ Link resources 	<ul style="list-style-type: none"> ▪ Business plan commences ▪ Link resources 	<ul style="list-style-type: none"> ▪ Identification of funding ▪ Premises Strategy for ELN

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
Funding Support Project	Q1	<ul style="list-style-type: none"> ▪ Identify delivery staff ▪ Funding information disseminated 	<ul style="list-style-type: none"> ▪ Funding workshops commence ▪ Income-generating strategies developed 	<ul style="list-style-type: none"> ▪ Workshops ▪ Procurement training ▪ Information disseminated
	Q2	<ul style="list-style-type: none"> ▪ Funding information 	<ul style="list-style-type: none"> ▪ Workshops ▪ Income-generating strategies ▪ Information disseminated 	<ul style="list-style-type: none"> ▪ Income-generating strategies ▪ Procurement training ▪ Review monitoring information ▪ Information disseminated
	Q3	<ul style="list-style-type: none"> ▪ Funding information 	<ul style="list-style-type: none"> ▪ Workshops ▪ Research mapping ▪ Identify procurement training ▪ Procurement training commences 	<ul style="list-style-type: none"> ▪ Income-generating strategies completed ▪ Research ▪ Written report
	Q4	<ul style="list-style-type: none"> ▪ Identify and confirm training ▪ Publicity 	<ul style="list-style-type: none"> ▪ Procurement training ▪ Workshops ▪ Research 	<ul style="list-style-type: none"> ▪ Written report completed

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
Sustainability Project <i>(See ELN plans for further details)</i>	Q1	<ul style="list-style-type: none"> ▪ Identify delivery staff ▪ 	<ul style="list-style-type: none"> ▪ Cascade training to frontline VCOs ▪ Publicity 	<ul style="list-style-type: none"> ▪ Feed into ELN work ▪
	Q2	<ul style="list-style-type: none"> ▪ Attend ELN sustainability courses T4T 	<ul style="list-style-type: none"> ▪ Cascade training to frontline VCOs ▪ Support ▪ Publicity 	<ul style="list-style-type: none"> ▪ Feed into ELN work
	Q3	<ul style="list-style-type: none"> ▪ Training 	<ul style="list-style-type: none"> ▪ Cascade training to frontline VCOs ▪ Support 	<ul style="list-style-type: none"> ▪ Feed into ELN work
	Q4	<ul style="list-style-type: none"> ▪ Training 	<ul style="list-style-type: none"> ▪ Cascade training to frontline VCOs ▪ Support ▪ Attend report launch 	<ul style="list-style-type: none"> ▪ Feed into ELN work

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
Volunteering Project	Q1	<ul style="list-style-type: none"> ▪ Market volunteering opportunities ▪ ELN Network developed 	<ul style="list-style-type: none"> ▪ Data gathering ▪ Develop record keeping 	<ul style="list-style-type: none"> ▪ Training ▪ Collation of monitoring
	Q2	<ul style="list-style-type: none"> ▪ Marketing ▪ Data gathering 	<ul style="list-style-type: none"> ▪ Dissemination ▪ Marketing ▪ Training 	<ul style="list-style-type: none"> ▪ Review monitoring information ▪ Dissemination
	Q3	<ul style="list-style-type: none"> ▪ Identify and confirm training ▪ Publicity 	<ul style="list-style-type: none"> ▪ Dissemination ▪ Training 	<ul style="list-style-type: none"> ▪ Marketing ▪ Data gathering
	Q4	<ul style="list-style-type: none"> ▪ Training sessions commence ▪ Marketing 	<ul style="list-style-type: none"> ▪ Marketing ▪ Training 	<ul style="list-style-type: none"> ▪ Data gathering ▪ Final review

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
Workforce Development Project	Q1	<ul style="list-style-type: none"> ▪ Identify Workforce Development funding ▪ Identification of HR Resources ▪ Publicity 	<ul style="list-style-type: none"> ▪ Training 	<ul style="list-style-type: none"> ▪ Support and training ▪ Collation of monitoring
	Q2	<ul style="list-style-type: none"> ▪ Funding application – HR ▪ ELN HR training 	<ul style="list-style-type: none"> ▪ Training ▪ Review course material 	<ul style="list-style-type: none"> ▪ Support and training ▪ Collation of monitoring ▪ Dissemination
	Q3	<ul style="list-style-type: none"> ▪ Identify and confirm training ▪ Identify delivery staff ▪ Publicity 	<ul style="list-style-type: none"> ▪ HR funding in place ▪ Dissemination of resources 	<ul style="list-style-type: none"> ▪ Review monitoring information
	Q4	<ul style="list-style-type: none"> ▪ Workforce Development training courses commence 	<ul style="list-style-type: none"> ▪ HR Worker/Support in place ▪ Support and Training ▪ Dissemination 	<ul style="list-style-type: none"> ▪ Certification ▪ Programme review

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
ICT Project	Q1	<ul style="list-style-type: none"> ▪ Publicity ▪ Continuation of ICT/Print support through BASIS ▪ ICT and Media Strategies, Websites ▪ ICT mini hub with ELN 	<ul style="list-style-type: none"> ▪ Publicity ▪ BASIS ICT/Print support ▪ ICT and Media Strategies, Websites ▪ ICT mini hub with ELN ▪ Review 	<ul style="list-style-type: none"> ▪ BASIS ICT/Print support ▪ ICT and Media Strategies, Websites ▪ ICT mini hub with ELN
	Q2	<ul style="list-style-type: none"> ▪ BASIS ICT/Print support ▪ ICT and Media Strategies, Websites 	<ul style="list-style-type: none"> ▪ BASIS ICT/Print support ▪ ICT and Media Strategies, Websites ▪ Review 	<ul style="list-style-type: none"> ▪ BASIS ICT/Print support ▪ ICT and Media Strategies, Websites
	Q3	<ul style="list-style-type: none"> ▪ BASIS ICT/Print support ▪ ICT and Media Strategies, Websites 	<ul style="list-style-type: none"> ▪ BASIS ICT/Print support ▪ ICT and Media Strategies, Websites 	<ul style="list-style-type: none"> ▪ BASIS ICT/Print support ▪ ICT and Media Strategies, Websites
	Q4	<ul style="list-style-type: none"> ▪ BASIS ICT/Print support ▪ ICT and Media Strategies, Websites 	<ul style="list-style-type: none"> ▪ BASIS ICT/Print support ▪ ICT and Media Strategies, Websites 	<ul style="list-style-type: none"> ▪ Review and Assessment for ICT development

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
Equality and Diversity Project	Q1	<ul style="list-style-type: none"> ▪ Identify delivery staff ▪ Development of single equality scheme ▪ Local research 	<ul style="list-style-type: none"> ▪ Implementation of single equality scheme ▪ Equality and Diversity training ▪ e-learning ▪ Research 	<ul style="list-style-type: none"> ▪ Training ▪ Collation of monitoring ▪ Impact Assessment ▪ Research report
	Q2	<ul style="list-style-type: none"> ▪ Accreditation developed ▪ Training ▪ Publicity ▪ Research 	<ul style="list-style-type: none"> ▪ Training plus policies ▪ e-learning ▪ Research and support 	<ul style="list-style-type: none"> ▪ Review monitoring information ▪ Impact Assessment ▪ Research report
	Q3	<ul style="list-style-type: none"> ▪ Publicity ▪ Research 	<ul style="list-style-type: none"> ▪ Training ▪ e-learning ▪ Review course material ▪ Support 	<ul style="list-style-type: none"> ▪ Finalise impact assessment review
	Q4	<ul style="list-style-type: none"> ▪ Equality and Diversity training commences ▪ Support ▪ Research 	<ul style="list-style-type: none"> ▪ Training plus policies ▪ e-learning ▪ Support 	<ul style="list-style-type: none"> ▪ Research report completed

Project		2008/09 (Apr 08 to Mar 09)	2009/10 (Apr 09 to Mar 10)	2010/11 (Apr 10 to Mar 11)
Consortium Development	Q1	<ul style="list-style-type: none"> ▪ Identify co-ordinating staff ▪ Consortium meeting ▪ Co-ordination of projects and reports ▪ Monitoring and delivery of Consortium priority actions to commence ▪ ChangeUp Publicity 	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Delivery of actions ▪ ChangeUp publicity 	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Delivery of actions ▪ ChangeUp publicity
	Q2	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Consortium priority actions ▪ Awayday / Assessment Day ▪ ChangeUp Publicity 	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Awayday / Assessment Day ▪ Delivery of actions ▪ ChangeUp publicity 	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Awayday / Assessment Day ▪ Identification of actions ▪ ChangeUp publicity
	Q3	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Consortium priority actions ▪ ChangeUp Publicity 	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Delivery of actions ▪ ChangeUp publicity 	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Delivery of actions ▪ ChangeUp publicity
	Q4	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Awayday / Assessment Day ▪ Identification of actions ▪ ChangeUp Publicity 	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Awayday / Assessment Day ▪ Identification of actions ▪ ChangeUp publicity 	<ul style="list-style-type: none"> ▪ Consortium meeting ▪ Co-ordination and reporting ▪ Awayday / Assessment Day ▪ Identification of actions ▪ ChangeUp publicity