

**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"> <li>▪ Identify delivery staff</li> <li>▪ Research commences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance Tool</li> <li>▪ Training</li> <li>▪ Review course material</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dissemination and support</li> <li>▪ Training</li> <li>▪ Monitoring</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ Implementation of performance tool</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance Tool</li> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dissemination and support</li> <li>▪ Monitoring</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ Performance tool</li> <li>▪ Dissemination of best practice</li> <li>▪ Identify and confirm training</li> <li>▪ Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance Tool</li> <li>▪ Dissemination</li> <li>▪ Training</li> <li>▪ Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review monitoring information</li> <li>▪ Written report</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ Performance tool</li> <li>▪ Dissemination</li> <li>▪ Training commences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance Tool</li> <li>▪ Dissemination and support</li> <li>▪ Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>▪ Written report completed</li> </ul>

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"> <li>▪ Identify delivery staff</li> <li>▪ Publicity</li> <li>▪ Support commences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support and training</li> <li>▪ Review course material</li> <li>▪ Development of Induction processes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support and training</li> <li>▪ Collation of monitoring</li> <li>▪ Dissemination of best practice</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ Support</li> <li>▪ Identify and confirm training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support and training</li> <li>▪ Dissemination of best practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support</li> <li>▪ Collation of monitoring</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ Support</li> <li>▪ Training commences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support and training</li> <li>▪ Dissemination of best practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Collation of monitoring</li> <li>▪ Written report</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ Support</li> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support and training</li> <li>▪ Dissemination of best practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review monitoring information</li> <li>▪ Written report completed</li> </ul>

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"> <li>▪ Identify delivery staff</li> <li>▪ Identify and confirm training</li> <li>▪ Accreditation developed</li> <li>▪ Publicity</li> <li>▪ HR training commences - ELN</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify and confirm training</li> <li>▪ Publicity</li> <li>▪ Disaster Recovery Training commences</li> <li>▪ Further accredited financial training developed</li> </ul>	<ul style="list-style-type: none"> <li>▪ ELN training (see Workforce Development project below)</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ Accreditation developed</li> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support</li> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ ELN training (see Workforce Development project below)</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ Publicity</li> <li>▪ Financial training commences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support</li> <li>▪ Review course material</li> </ul>	<ul style="list-style-type: none"> <li>▪ ELN training (see Workforce Development project below)</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ Training</li> <li>▪ Support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support</li> <li>▪ Training</li> <li>▪ Collation of monitoring</li> <li>▪ Written report</li> </ul>	<ul style="list-style-type: none"> <li>▪ ELN training (see Workforce Development project below)</li> </ul>

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"> <li>▪ Identify delivery staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Feasibility study</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business Plan</li> <li>▪ Training</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ Collation of research material</li> </ul>	<ul style="list-style-type: none"> <li>▪ Feasibility study completed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business Plan</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ Feasibility study commences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Collation of research material</li> <li>▪ Website updates</li> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business Plan</li> <li>▪ Website updates</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ Feasibility study</li> <li>▪ Website updates</li> <li>▪ Link resources</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business plan commences</li> <li>▪ Link resources</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identification of funding</li> <li>▪ Premises Strategy for ELN</li> </ul>

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"> <li>▪ Identify delivery staff</li> <li>▪ Funding information disseminated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Funding workshops commence</li> <li>▪ Income-generating strategies developed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Workshops</li> <li>▪ Procurement training</li> <li>▪ Information disseminated</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ Funding information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Workshops</li> <li>▪ Income-generating strategies</li> <li>▪ Information disseminated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Income-generating strategies</li> <li>▪ Procurement training</li> <li>▪ Review monitoring information</li> <li>▪ Information disseminated</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ Funding information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Workshops</li> <li>▪ Research mapping</li> <li>▪ Identify procurement training</li> <li>▪ Procurement training commences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Income-generating strategies completed</li> <li>▪ Research</li> <li>▪ Written report</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ Identify and confirm training</li> <li>▪ Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Procurement training</li> <li>▪ Workshops</li> <li>▪ Research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Written report completed</li> </ul>

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"> <li>▪ Identify delivery staff</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cascade training to frontline VCOs</li> <li>▪ Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Feed into ELN work</li> <li>▪</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ Attend ELN sustainability courses T4T</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cascade training to frontline VCOs</li> <li>▪ Support</li> <li>▪ Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Feed into ELN work</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cascade training to frontline VCOs</li> <li>▪ Support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Feed into ELN work</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cascade training to frontline VCOs</li> <li>▪ Support</li> <li>▪ Attend report launch</li> </ul>	<ul style="list-style-type: none"> <li>▪ Feed into ELN work</li> </ul>

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"> <li>▪ Market volunteering opportunities</li> <li>▪ ELN Network developed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data gathering</li> <li>▪ Develop record keeping</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training</li> <li>▪ Collation of monitoring</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ Marketing</li> <li>▪ Data gathering</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dissemination</li> <li>▪ Marketing</li> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review monitoring information</li> <li>▪ Dissemination</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ Identify and confirm training</li> <li>▪ Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dissemination</li> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Marketing</li> <li>▪ Data gathering</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ Training sessions commence</li> <li>▪ Marketing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Marketing</li> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data gathering</li> <li>▪ Final review</li> </ul>

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"> <li>▪ Identify Workforce Development funding</li> <li>▪ Identification of HR Resources</li> <li>▪ Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support and training</li> <li>▪ Collation of monitoring</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ Funding application – HR</li> <li>▪ ELN HR training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training</li> <li>▪ Review course material</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support and training</li> <li>▪ Collation of monitoring</li> <li>▪ Dissemination</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ Identify and confirm training</li> <li>▪ Identify delivery staff</li> <li>▪ Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ HR funding in place</li> <li>▪ Dissemination of resources</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review monitoring information</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ Workforce Development training courses commence</li> </ul>	<ul style="list-style-type: none"> <li>▪ HR Worker/Support in place</li> <li>▪ Support and Training</li> <li>▪ Dissemination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Certification</li> <li>▪ Programme review</li> </ul>

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"> <li>▪ Publicity</li> <li>▪ Continuation of ICT/Print support through BASIS</li> <li>▪ ICT and Media Strategies, Websites</li> <li>▪ ICT mini hub with ELN</li> </ul>	<ul style="list-style-type: none"> <li>▪ Publicity</li> <li>▪ BASIS ICT/Print support</li> <li>▪ ICT and Media Strategies, Websites</li> <li>▪ ICT mini hub with ELN</li> <li>▪ Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ BASIS ICT/Print support</li> <li>▪ ICT and Media Strategies, Websites</li> <li>▪ ICT mini hub with ELN</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ BASIS ICT/Print support</li> <li>▪ ICT and Media Strategies, Websites</li> </ul>	<ul style="list-style-type: none"> <li>▪ BASIS ICT/Print support</li> <li>▪ ICT and Media Strategies, Websites</li> <li>▪ Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ BASIS ICT/Print support</li> <li>▪ ICT and Media Strategies, Websites</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ BASIS ICT/Print support</li> <li>▪ ICT and Media Strategies, Websites</li> </ul>	<ul style="list-style-type: none"> <li>▪ BASIS ICT/Print support</li> <li>▪ ICT and Media Strategies, Websites</li> </ul>	<ul style="list-style-type: none"> <li>▪ BASIS ICT/Print support</li> <li>▪ ICT and Media Strategies, Websites</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ BASIS ICT/Print support</li> <li>▪ ICT and Media Strategies, Websites</li> </ul>	<ul style="list-style-type: none"> <li>▪ BASIS ICT/Print support</li> <li>▪ ICT and Media Strategies, Websites</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review and Assessment for ICT development</li> </ul>

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"> <li>▪ Identify delivery staff</li> <li>▪ Development of single equality scheme</li> <li>▪ Local research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implementation of single equality scheme</li> <li>▪ Equality and Diversity training</li> <li>▪ e-learning</li> <li>▪ Research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training</li> <li>▪ Collation of monitoring</li> <li>▪ Impact Assessment</li> <li>▪ Research report</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ Accreditation developed</li> <li>▪ Training</li> <li>▪ Publicity</li> <li>▪ Research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training plus policies</li> <li>▪ e-learning</li> <li>▪ Research and support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review monitoring information</li> <li>▪ Impact Assessment</li> <li>▪ Research report</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ Publicity</li> <li>▪ Research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training</li> <li>▪ e-learning</li> <li>▪ Review course material</li> <li>▪ Support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise impact assessment review</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ Equality and Diversity training commences</li> <li>▪ Support</li> <li>▪ Research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training plus policies</li> <li>▪ e-learning</li> <li>▪ Support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Research report completed</li> </ul>

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"> <li>▪ Identify co-ordinating staff</li> <li>▪ Consortium meeting</li> <li>▪ Co-ordination of projects and reports</li> <li>▪ Monitoring and delivery of Consortium priority actions to commence</li> <li>▪ ChangeUp Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Delivery of actions</li> <li>▪ ChangeUp publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Delivery of actions</li> <li>▪ ChangeUp publicity</li> </ul>
	Q2	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Consortium priority actions</li> <li>▪ Awayday / Assessment Day</li> <li>▪ ChangeUp Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Awayday / Assessment Day</li> <li>▪ Delivery of actions</li> <li>▪ ChangeUp publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Awayday / Assessment Day</li> <li>▪ Identification of actions</li> <li>▪ ChangeUp publicity</li> </ul>
	Q3	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Consortium priority actions</li> <li>▪ ChangeUp Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Delivery of actions</li> <li>▪ ChangeUp publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Delivery of actions</li> <li>▪ ChangeUp publicity</li> </ul>
	Q4	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Awayday / Assessment Day</li> <li>▪ Identification of actions</li> <li>▪ ChangeUp Publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Awayday / Assessment Day</li> <li>▪ Identification of actions</li> <li>▪ ChangeUp publicity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consortium meeting</li> <li>▪ Co-ordination and reporting</li> <li>▪ Awayday / Assessment Day</li> <li>▪ Identification of actions</li> <li>▪ ChangeUp publicity</li> </ul>