

**Annex 3**

**Havering ChangeUp  
 Monitoring**

Project	Methodology
Improving Performance Project	All participants on the training sessions will be asked to complete a feedback form indicating usefulness and impact of the training. Further questions around additional training requirements to be entered onto a database to inform future developments. Attendee lists and course material will be kept as evidence.  NVCO toolkit and quality mark information will be maintained and collated for measuring performance against targets. This information plus research into performance tools will be collated for dissemination as best practice to local VCOs. Report produced.
Governance Project	All participants will be asked to complete a form indicating their organisation's development needs around governance. These will then be assessed against evaluation forms during the taster sessions. One to one support will be documented and collated with forms to ascertain progress against standards. An induction pack will also be implemented and monitored according to management committee member requirements. Report produced.
Organisations Development Training	All participants will complete an organisational development plan for monitoring progress and distance travelled. At each training course and one to one support meetings attendees will be asked to complete evaluation forms to feed into the organisational development plan. This information will be entered onto a database for tracking progress. Report produced.
Premises Project	A feasibility study and business plan will be produced to ascertain local premises needs and the development of resources. The database will be updated with current requirements and appropriate legal forms drawn up to establish partnership responsibilities.
Fundraising Project	All participants on the funding and commissioning workshops will be asked to complete a feedback form indicating usefulness and impact of the training. Further questions around additional training requirements to be entered onto a database to inform future developments. Attendee lists and course material will be kept as evidence. Report produced.
Sustainability Project	All participants on the East London Network training will be asked to complete a feedback form. Evaluation Report produced.
Volunteering Project	All participants on the training sessions will be asked to complete a feedback form indicating usefulness and impact of the training. Further questions around additional training requirements to be entered onto a database to inform future developments. Attendee lists and course material will be kept as evidence. ELN project – minutes of meetings kept for monitoring purposes. Volunteering Strategy produced.
Workforce	All participants on the management training will complete a personal

Development and HR Project	development plan at the beginning of the course for monitoring progress and distance travelled. At each training course attendees will be asked to complete a feedback form indicating usefulness and impact of the training. Further questions around additional training requirements to be entered onto a database to inform future developments. Attendee lists and course material will be kept as evidence. HR health checks will feed into the study for future HR resources. ELN project – feedback forms from all participants.
ICT Project	All participants on the training sessions will be asked to complete a feedback form indicating usefulness and impact of the training. Further questions around additional training requirements to be entered onto a database to inform future developments. Attendee lists and course material will be kept as evidence. ELN project – Strategy and Report produced.
Equality and Diversity Project	Impact of single equality scheme will be monitored for future development around equality and diversity. All participants on the training sessions/workshops will be asked to complete a feedback form indicating usefulness and impact of the training. Further questions around additional training requirements to be entered onto a database to inform future developments. Attendee lists and course material will be kept as evidence. Production of Research Report.
Consortium Development	<p>Consortium Development Improvement Plan reviewed annually against progress and future development. Action plan will be agreed and updated with project outputs/outcomes and recommendations – presented at each Consortium meeting. Minutes of meetings and Agendas will be kept as evidence.</p> <p>Stakeholder survey to be conducted as part of review – to be entered on database. Progress Reports produced.</p>