

Project Delivery Plan
1 Administration (To create effective and efficient administrative systems for project delivery)
September 2016

Strategy	Outcomes	Who	When	Success Criteria	MER	RAG
1 Devise Memorandum of Understanding for project management & implementation	<p>All partners understand roles and responsibilities</p> <p>Staff structure and output groups agreed</p>	<p>H.Nytell</p> <p>D. Golla</p> <p>A Mason</p>	<p>By September 2014</p>	<p>Memorandum of understanding published and full compliance</p>	<p>Issues relating to contract discussed between partners and agreed at Transnational meeting Autumn 14</p>	GREEN
2 Establish Quality Assurance and monitoring plan	<p>MER plan improves project's outcomes</p>	<p>S. Jungerhem</p> <p>A.Mason</p> <p>U. Schulte</p>	<p>By April 2015</p>	<p>All partners contribute and comply with QA & MER processes</p>	<ul style="list-style-type: none"> • Minutes of meetings & QA reviews • Budget monitoring records & EU mobility tool return mobility tool returns 	GREEN
3.Create Communication channels via Digital Platform	<p>Information systems and technology improve internal and external communication</p>	<p>FBA (JH/MG)</p> <p>AVCT</p> <p>BWK</p>	<p>By 18th April 2016</p>	<p>Digital Platform in place</p> <p>Web site launched</p> <p>Regular use of portal by 3 partners</p>	<ul style="list-style-type: none"> • Audit of activity logs • Satisfaction surveys reflect positive impact of digital portal 	GREEN

2 Core Team Interface/ Coordination (To maximise opportunities for successful project delivery and strategic planning)

Strategy	Outcomes	Who	When	Success Criteria	MER	RAG
1 Monthly Project Cyber meetings	Improved communication and accountability between partners	SJ,AM, & US / relevant staff	1st Wednesday of each month	<ul style="list-style-type: none"> Members attend cyber sessions. Cyber meetings held every month. 	<ul style="list-style-type: none"> Minutes of cyber meetings record progress of the project delivery plan Team feedback surveys 	GREEN
2 Trans National meetings	In depth discussions to enhance intellectual outputs and plan further improvement in project delivery	Minimum of 3 representatives from each partner	<ul style="list-style-type: none"> 6-7 Nov 14 AVCT 15-17 Apr 15 BWK 1-2 Oct 15 FBA 17-18 March 16 AVCT 29-30 Sept 16 BWK 16-17 March 17 FBA 	<ul style="list-style-type: none"> Partners value the face to face interaction Increased commitment to coordinated delivery 	<ul style="list-style-type: none"> Minutes of meetings Participant evaluations 	GREEN
3 Joint Staff Training Session	In depth planning session for all 3	Minimum of 5 representatives	16-20 May 2016 (BWK)	Increased work output and clear	<ul style="list-style-type: none"> Minutes of sessions Course content 	GREEN

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(5 days)	partners to synthesise research findings and deliver outputs	from each partner		action planning for Professional Development courses in (Nov 16 AVCT)	designed <ul style="list-style-type: none"> • Participant evaluations 	

3. Stakeholder Engagement (To engage a broad spectrum of stakeholders and raise increased awareness of EfE)

Strategy	Outcomes	Who	When	Success Criteria	MER	RAG
1 Arrange seminars for Schools/ Interested stakeholders to attend (E2 B1 & E2 B2)	Partners plan and deliver seminars to raise awareness of EfE objectives	AVCT BWK FBA	2 Seminars per year Sept / Dec 16 Feb/ June 17	<ul style="list-style-type: none"> • 10 new stakeholders engaged at each seminar • Increased understanding of EFE issues 	<ul style="list-style-type: none"> • Attendance log. • Participant Evaluations 	AMBER
2 Organise Stakeholder Study Visits	Engage relevant stakeholders to encourage active participation	AVCT BWK	On Going	Welcoming Stakeholders Study Visits attract interested parties.	<ul style="list-style-type: none"> • Attendance Log • Participant Evaluations 	GREEN
3 Create Local & National networks	Partners work towards promoting Local & National networks to increase awareness of EFE	AVCT BWK FBA	On Going	<ul style="list-style-type: none"> • Networks created to focus upon EfE themes. • Sphere of influence widens and raises the profile of E for E 	<ul style="list-style-type: none"> • Data base of networks and newly created contacts established 	GREEN

4 Research and Development of new knowledge (To understand factors influencing early school leaving and identify good practice strategies to address this)

Strategy	Outcomes	Who	When	Success Criteria	MER	RAG
1 Research/ map context	Reports created to outline current context/baseline	All Partners	April 15	Each partner produces summary of current context	Review documents uploaded on digital hub	GREEN
2 Conduct & review internal/external research to investigate examples of good practice	Robust investigations lead to production of key findings which will lead to improved outcomes for young people	All partners	April 16	All 3 partners conduct and review research processes	<ul style="list-style-type: none"> Assess key findings at joint staff training May 16 Relevant project findings updated & uploaded onto Digital Platform 	GREEN
3 Synthesise collaborative findings and devise new approaches/models	Commonality achieved and examples of good practice and innovative methods articulated.	All partners	Phase 1 May 16 Phase 2 May 17	<ul style="list-style-type: none"> Partners analyse findings and identify issues framework.. Innovative strategies agreed to improve outcomes for young people 	<ul style="list-style-type: none"> Minutes and evaluations of Joint Staff Training event. Senior Academic feedback 	AMBER

5 Professional Development (Design and deliver opportunities for Professionals in Education to encourage greater student engagement and achievement)

Strategy	Outcomes	Who	When	Success Criteria	MER	RAG
1 Organise International course for Teachers/ Professionals in Education (Phase 1) E1 B1	Increased understanding amongst Professionals in Education Increased commitment to improve outcomes for young people.	AVCT (AM) BWK FBA	7-10 November 2016 AVCT	Multiplier event achieves 100% satisfaction rating. Minimum 20 participants	<ul style="list-style-type: none"> • Participant evaluations. • Attendance log. • Coordinator's summative Report 	AMBER
2 Each partner arranges a Study Programme for Teachers/ Professionals in Education (Phase 2) E1 B2	Increased understanding amongst Professionals in Education	AVCT BWK FBA	By March 2017 FBA BWK AVCT	Multiplier Event achieves 100% satisfaction rating. Minimum of 20 participants	<ul style="list-style-type: none"> • Participant Evaluations. • Attendance log. • Cyber links record • Coordinator's summative Report 	AMBER
3 Present findings at the final conference for Professionals in Education and	To demonstrate the results of the project and share innovative strategies/Good	FBA (SJ) BWK	May 2017 FBA	Steering Group organises final dissemination Conference	<ul style="list-style-type: none"> • Participant evaluations. • Attendance log. • Project Leader's summative Report 	AMBER

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stakeholders from National Agencies, Municipalities and other Influencers	Practice to wider stakeholders (Politicians & Local Authorities)	AVCT		100% satisfaction rating Minimum of 30 delegates		

6 Legacy & Sustainability (To encourage long term impact of Education for Equity's strategic partnership)

Strategy	Outcomes	Who	When	Success Criteria	MER	RAG
1 Publications forum uploaded onto web site/digital platform and articles/blogs published in journals and Social Media	<p>Improved access to new knowledge and the dissemination of good practice.</p> <p>Creation and sharing of relevant Publications/Literature for stakeholder access</p> <p>Interest & engagement in EFE project increases.</p>	AVCT BWK FBA	<ul style="list-style-type: none"> Individual Contexts uploaded by 15th April 2016 Ongoing process of sign posting relevant research and reading material on digital hub. 	<ul style="list-style-type: none"> All partners upload an outline of their work in context. Literature links for bespoke activity areas (Drop Outs, New Arrivals and NEET) uploaded Each partner publishes 2 articles relating to the 	<ul style="list-style-type: none"> Data on numbers accessing Efe publications. Monthly coordinator progress reviews Critical Friend supports the monitoring of relevant uploaded reading material. 	GREEN

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				<p>project</p> <ul style="list-style-type: none"> • Wide range of stakeholders aware of EfE themes 		
<p>2 Book published to summarise the findings of the EfE initiative</p>	<ul style="list-style-type: none"> • Increased awareness of EfE issues • Relevant chapters outline good practice exemplars • Book encourages willingness to improve professional practice 	<p>FBA (HN) BWK AVCT</p>	<p>31.8.16 Titles /Abstracts prepared</p> <p>31.10.16 Chapters completed & sent to FBA</p> <p>Oct-Dec 16 Editorial process</p> <p>March 2017 Printing</p>	<ul style="list-style-type: none"> • Editorial group established • Book deadlines met • Publication by March 17 	<ul style="list-style-type: none"> • Minutes of Core Cyber meetings and progress check. • Records from Editorial Working group • Hard and electronic copies of the book. 	<p>AMBER</p>

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3 Create a film to capture young peoples' responses to Efe themes	<ul style="list-style-type: none"> Increased understanding of issues facing young people in contemporary society Greater willingness to achieve positive outcomes for young people 	BWK (HY) AVCT FBA	31.10.16 Storyboard completed 14.11.16 Partners send films to BWK Nov-Jan Editing process Deadline 31.1.17	<ul style="list-style-type: none"> Film Working party established All film deadlines met Film ready for distribution by 31.1.17 	<ul style="list-style-type: none"> Records from working party sessions Monthly coordinators cyber meeting progress check Film uploaded onto website 	AMBER