

Project Delivery Plan
1 Administration (To create effective and efficient administrative systems for project delivery)
May 2017

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	15-20 May 2017 (Uppsala)	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 (E1 B1 & 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 	GREEN
2 Organise Stakeholder Study Visits E2	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 reviews outcomes 	GREEN

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 C3	Increased understanding amongst Professionals in Education Increased commitment to improve outcomes for young people.	AVCT (AM) BWK FBA	7-10 November 2016 AVCT	Intensive Study Programme for Teachers Minimum 20 participants	<ul style="list-style-type: none"> • Participant evaluations. • Attendance log. • Coordinator's summative Report 	GREEN
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 May 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 	GREEN
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 	GREEN

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stakeholders from National Agencies, Municipalities and other Influencers	Practice to wider stakeholders (Politicians & Local Authorities)	AVCT E3 B1		100% satisfaction rating Minimum of 30 delegates		

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

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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>GREEN</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 	GREEN