|  |  |
| --- | --- |
| **Name of agency** |  |

|  |  |
| --- | --- |
| **Staff involved** | **Key stakeholders** |
|  |  |

|  |
| --- |
| **Our current strengths** |
|  |

|  |  |  |
| --- | --- | --- |
| **Start date** | **Progress review date** | **Completion date** |
|  |  |  |

|  |  |
| --- | --- |
| **Successful outcomes**  *What impact do we want to achieve?* | **Evidence and evaluation**  *How will we gather evidence of impact?* |
|  |  |
| **Challenges**  *What might hinder success?* | **Solutions**  *How can we overcome these challenges?* |
|  |  |

|  |
| --- |
| **Resources and staff development needs** *What will we need to support this?* |
|  |

|  |
| --- |
| **Sharing learning and supporting others**  *How will we share our learning with others in our learning community / authority / region / country?* |
|  |

|  |  |  |
| --- | --- | --- |
| **RACI** *Who is* ***R****esponsible,* ***A****ccountable,* ***C****onsulted and* ***I****nformed?* | | |
| **Breakdown of tasks** | **Staff and stakeholders** | **By when?** |
| *e.g. Set up calendar of meetings for STEM working group.* | *Anne Example – Lead Practitioner (****R*** *&* ***A****)*  *Working group members (****R****,* ***A****,* ***C****)*  *All staff (****I****)* | *August 2021* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |