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| **Name of agency** |  |

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| **Staff involved** | **Key stakeholders** |
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| **Our current strengths** |
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| **Start date** | **Progress review date** | **Completion date** |
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| **Successful outcomes***What impact do we want to achieve?* | **Evidence and evaluation***How will we gather evidence of impact?* |
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| **Challenges***What might hinder success?* | **Solutions***How can we overcome these challenges?* |
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| **Resources and staff development needs** *What will we need to support this?* |
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| **Sharing learning and supporting others***How will we share our learning with others in our learning community / authority / region / country?* |
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| **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* |
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