

Appendix 1 Annex E year three milestones

Programme area	Milestone	Deadline	Lead Officer
Programme effectiveness	4YP schedule starts with new Cohort	September 18	Pat Flynn
	HeadStart Online <ul style="list-style-type: none"> - Digital Performance Dashboard developed and operational (part of overall comms action plan) 	June 2018	Pat Flynn
	Review of platform	November 2018	
	e-Quipped Programme <ul style="list-style-type: none"> - Staff and professional's cohort 1 complete - Young people cohort 1 complete - Staff and professional's cohort 2 starts - Young people cohort 1 starts 	July 2018 July 2018 Sept 2018 Sept 2018	Pat Flynn
	Professional Peer Support Network Re-established and operational	Dec 2018	Mai Gibbons
	HeadStarters (HYPE) <ul style="list-style-type: none"> - Young People Cohort 1 complete - Young People Cohort 2 Identified - Young People Cohort 2 starts 	July 2018 Oct 2018 Nov 2018	Sunita Pallan-Jhalli
	Centre of Excellence <ul style="list-style-type: none"> - Workforce Training and Education Programme partnership offer agreed - Official opening 	July 2018 Sept 2018	Andrew Wolverson
	Place2Go <ul style="list-style-type: none"> - Review of Big Lottery Fund Requirements (TIDieRs, Eco Eval, Data collection) 	May 2018	Mai Gibbons

Programme area	Milestone	Deadline	Lead Officer
	<ul style="list-style-type: none"> - Quality Assurance evaluation complete (sample) - Self-assessment evaluation returned - Annual contracts review 	Sept 2018 January 2019 February 2019	
	Work with Families <ul style="list-style-type: none"> - Review of Big Lottery Fund Requirements (TIDieRs, Eco Eval, Data collection) - Quality Assurance evaluation complete (sample) - Self-assessment evaluation returned - Annual contracts review 	May 2018 Sept 2018 January 2019 February 2019	Mai Gibbons
	Parent Ambassadors Programme Review	August 2018	Mai Gibbons
	Capacity, capability and empowerment toolkits live <ul style="list-style-type: none"> - Co-production - Business Change - Pastoral - Review and potential new toolkit scoping 	May 2018 June 2018 Sept 2018 Dec 2018	Sunita Pallan-Jhalli Emma Cleary Sunita Pallan-Jhalli HeadStart Management Team
	HEROs cohort 2 complete	January 2019	Sunita Pallan-Jhalli
	HEROs + <ul style="list-style-type: none"> - Cohort 1 complete - Cohort 2 70 % complete 	July 2018 March 2019	Sunita Pallan-Jhalli
	Getting Ahead <ul style="list-style-type: none"> - Cohort 1 complete 	July 2018	Pat Flynn

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	<ul style="list-style-type: none"> - Cohort 2 primary Identified - Cohort 2 delivery Begins - Cohort 2 secondary Identified - Cohort 2 secondary delivery Begins 	July 2018 Sept 2018 Nov 2018 Jan 2019	
	Emotional Mental Health and Wellbeing <ul style="list-style-type: none"> - Review of Big Lottery Requirements (TIDieRs, Eco Eval, Data collection) - Self-assessment evaluation complete (sample) - Annual contracts review 	August 2018 April 2019 April 2019	Mai Gibbons
	SUMO Resilience Programme <ul style="list-style-type: none"> - Cohort 1 complete - Quality Assurance evaluation complete (sample) - SUMO Resilient Programme Cohort 2 starts 	July 2018 Aug 2018 Oct 2018	Sunita Pallan-Jhalli
	ZUMOS Implementation <ul style="list-style-type: none"> - Primary school launch staff and young people - Secondary schools launch staff and young people 	April 2018 May 2018	Pat Flynn
	JumpStart and Work Ready Programmes <ul style="list-style-type: none"> - JumpStart Cohort 1 delivery begins - Work Ready target group cohort 1 identified 	April 2018 July 2018 Jan 2019	Angela McKeever

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	<ul style="list-style-type: none"> - JumpStart Cohort 2 delivery begins - Work Ready programme delivery begins 	Sept 2018	
Programme Fidelity	GDPR review	May 2018	Emma Cleary
	Establishment Review (staffing and Programme structure)	Dec 2018	Andrew Wolverson
	Community Bases <ul style="list-style-type: none"> - Report complete (timepoint 1 interviews) - First year review 	May 2018 Aug 2018	Karl Royle HeadStart Management Team
	Identification and Pathways <ul style="list-style-type: none"> - Process briefing for staff complete - Review of process 	Apr 2018 Oct 2018	Emma Cleary
	Outcomes Framework <ul style="list-style-type: none"> - Review 1 - Baseline complete (with available data) - Dashboard presentations (quarterly) start - Review 2 	April 2018 July 2018 July 2018 Oct 2018	Ashley Banks
Governance	Governance Review <ul style="list-style-type: none"> - Approved by Board - Implementation complete - New Governance Cycle starts - Governance Review (if required) 	April 2018 June 2018 July 2018 Jan 2019	Emma Cleary
	HeadStart Ambassadors (Older Young People) <ul style="list-style-type: none"> - Cohort 2 operational 	June 2018 Dec 2018	Sunita Pallan-Jhalli

Programme area	Milestone	Deadline	Lead Officer
	<ul style="list-style-type: none"> - Outcomes Star feedback 		
	HeadStart Mini Ambassadors operational <ul style="list-style-type: none"> - Area A - Area B - Area C - Area D 	April 2018 October 2018 October 2018 April 2018	Sunita Pallan-Jhalli
Leadership	Innovation lead <ul style="list-style-type: none"> - In post - Handover complete 	Sept 2018 Dec 2018	Andrew Wolverson
Sustainability	Sustainability <ul style="list-style-type: none"> - Support plan agreed - Scoping of consultation - Consultation complete - Analysis of feedback and evaluation findings - Implementation plan drafted 	May 2018 June 2018 October 2018 Dec 2018 Jan 2019	Andrew Wolverson
Engagement	Engagement <ul style="list-style-type: none"> - Evaluation Briefing #1 begins - Evaluation Briefing #2 (Review of findings) - Marketing and Communications strategy agreed by Board - Marketing and Communications action plan operational - Marketing and comms performance dashboard operational 	April 2018 April 2019 April 2018 June 2018 May 2018	HeadStart Management Team

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	<ul style="list-style-type: none"> - Celebration event (Young people, Schools, Partners and Parents) - Lessons learned reviews 	<p>Aug 2018</p> <p>Sept 18 and March 19</p>	