## Workforce development activity plan

|  |  |  |
| --- | --- | --- |
| Activity title:  | Date: | Time period covered: |
| Activity overview, vision, goals | *What will the activity do, why it is important, and the vision, goals, benefits* |
| Governance & leadership | External and internal leadership | Strategy for engagement |
| *eg tāngata whai ora and whānau, hapori Māori, community, senior management leader or sponsor* | *eg wānanga, co-design, survey* |
| Project team | Team members | Role in project team |
| *eg lead, team members, coordination, administration, and other supports* |  |
| People leading, involved, influencing, and impacted | People  | People impacted |
| *eg organisation leaders, kaimahi, influencers*  | *eg tāngata whai ora, whānau, hapori Māori, communities* |
| Results | Expected result(s) | What will success look like |
|  |  |
| Barriers and mitigating strategies | Barriers | Mitigating strategies |
| *eg resources, knowledge, expertise* |  |
| Communications  | Key messages | Who and how |
|  |  |
| Monitoring and evaluation  | Process measures and data | Evaluation measures and data |
| *How you will measure progress* | *How you will measure outcomes* |
| Sustainability | Activity | Who |
| *How change will be sustained and maintained* |  |

## Actions

| Project action | Description | Timeframe / due date |
| --- | --- | --- |
| When | Who | Output / links |
| Select activity |  |  |  |  |
| Assess readiness |  |  |  |  |
| Identify options |  |  |  |  |
| Know your people |  |  |  |  |
| Select activity  |  |  |  |  |
| Know & state ‘why’ |  |  |  |  |
| Plan delivery |  |  |  |  |
| Team & resources |  |  |  |  |
| Communications plan |  |  |  |  |
| Engage & prepare leaders |  |  |  |  |
| Activity plan  |  |  |  |  |
| Review |  |  |  |  |
| Implementation process |  |  |  |  |
| Review |  |  |  |  |
| Action delivery |  |  |  |  |
| Roll out steps |  |  |  |  |
| Review  |  |  |  |  |
| Sustain & evaluate |  |  |  |  |
| Reinforce learnings |  |  |  |  |
| Provide resources |  |  |  |  |
| Gather feedback |  |  |  |  |
| Recognise & reward |  |  |  |  |
| Collect data |  |  |  |  |
| Evaluate outcomes |  |  |  |  |
| Carry learnings forward |  |  |  |  |
| Celebrate success |  |  |  |  |