## 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 |  |  |  |  |