



Active Communities - Programme Review 2021

Process & Timetable



Review Method – evidence gathering

- Review proforma – survey style form capturing learning and feedback with question to capture the following for governance, management, finance and delivery. These will differ according to the reviewee / stakeholder.
 - What did we say we would do?
 - What have we actually done?
 - What have we learnt?
 - How do we build on what we have learnt?
 - How does Covid impact on the programme and how do we need to work?
- Online / phone Interview sessions with work package teams and stakeholders (using proforma feedback)
- All stakeholder / reviewee online sessions (using amalgamated feedback from proforma and interviews)
- Desktop research
- Interim programme management support (SD) – work on evolving of programme management
- Check-in with Core Group – share findings so far and review process

Review Timeline

Week 1 w/c 8th Feb

- Review team kick-off.
- Finalise review proforma for gathering feedback & insight.
- Agree final stakeholders / reviewees list - S.E.
- Send out proforma with explanatory email (17th noon deadline).
- Schedule online meetings with individual work package teams / stakeholders.
- Schedule up to 3 online sessions for all stakeholders / reviewees discussions.

Week 2 w/c 15th Feb

- Proforma reminder email 15th Feb
- Collate review feedback
- Desktop research - gather information, evidence and feedback from existing documents & reports.
- Amalgamate sources of review information into bank of evidence.
- Design key questions for individual work stream / stakeholder interviews.
- Review the timeline – is it on schedule?
- Interim check-in point – via Core Group meeting.

Week 3 w/c 22nd Feb

- Continue desktop research.
- Run online / phone interviews to gather further feedback.
- Amalgamate review information from interviews into bank of evidence.
- Analysis & key theming of evidence in preparation for all programme review sessions.

Week 4 w/c 1st Mar

- Run review sessions - 3.
- Amalgamate review information into bank of evidence.
- Continue analysis & key theming of evidence.

Week 5 w/c 8th Mar

- Complete analysis & key theming of evidence – quant and qual insight.
- Check-in point – share key findings with Core Group via email.
- Write draft final report of key findings, recommendations and priorities.

- **Report to be shared with Core Group COP 15th March**