

NAME OF PROJECT - Volunteer to Career						
Activity No	Description	Activity Owner	Due date	Updates and Actions	RAG status	Status
Phase 1	<b>Project set up/preparation</b>					
	Confirmation and signing of contract	VW				Complete
	Agree implementation plan	VW GC BL				
	Invoice HEE	VW BL				Complete
	Information governance agree	VW BL				Complete
	Set up Steering Group with key stakeholders and agree meeting dates	GC				
	Identify Project manager and clinical lead	BL VW		Gillian Cook appointed as clinical lead		complete
	Set up Project Group weekly meetings throughout implementation	VW BL		Weekly project group Friday 2pm		in progress
	Develop Risk Log - weekly review	VW		Risk log created in process of weekly review		in progress
	Business case	GC		template created		
	POD	GC		Template created		
	Project plan	GC VW		Document created in process of updating		in progress
	Project flow	GC VW		Template created		
	complete tna	GC VW		optional		
	<b>Engagement and Comms</b>					
	Exec engagement	VW BL GC		TE , PM, SM, HP		
	Press release to Helpforce	VW BL GC		sent quote from Somerset		complete
	Agree external stakeholder list for comms	GC				
	Develop marketing materials/ social media etc	GC				

	Stakeholder communication	GC						
	Exec review/ Present to board	GC						
	<b>Measuring project impact</b>							
	Complete SAT main survey	VW				Completed however no report so to check with Mark re back end of survey. Email sent 13/5	complete	
	Complete sub survey volunteers	VW				SEnt out 10th May . GC to also link with BOS LOF	complete	
	complete sub survey clinical	VW				SEnt out 10th May	complete	
	Repeat SAT	GC					Dec-22	
	<b>Training and Support</b>							
	Engage with peer network / training	GC	24th May			Attended all training sessions 1,2,3,		
Phase 2	<b>Phase 2 Delivery</b>							
	Identify pilot site	GC				North Sedgmoor		
	Engage clinical teams	GC				Attend North Sedgmoor Meeting . (Jeanette )MIU PCN COmmunity ix hub C		
	Engage volunteering	GC VW				Spark Somerset , BOS LOF		
	Identify skill clusters	GC						
	<b>Volunteer recruitment</b>							
	Write JD's/job plans	BL VW						
	Advertise posts	GC	31st July			Advertise job through NHS , local sites , VCSE infra		
	Volunteer vetting	GC				to include interview , DBS , reference		
	Onboarding	GC				induction , training , mentoring		
	<b>Volunteering Career Pathway</b>							
	Establish pathway	GC				apprenticeship lead to join call 20th May 2022		
	Clinical team training	GC				personalised conversations and health coaching skills		
Phase 3	<b>Reporting on the project</b>							
	Informal monthly reviews	VW GC						