|  |
| --- |
|  |
| **Innovative workforce fund**  **Activity Work Plan**  **Evaluation and Learning Plan**  These Plans are due on 13 September 2017 |
| This template is designed to assist organisations participating in the Innovative Workforce Fund (the Fund) to plan evaluation and learning activities, start to implement these activities, and to reflect on what has been learnt.  They are open to modification and adaptation in discussion with NDS.  Please note that a project coach/liaison person has been assigned to your project. Any questions should be in the first instance discussed with her. |

1. Project contact details

Please provide contact details for:

* the person with main day to day responsibility for the project
* the evaluation and learning contact person.

These might be the same person or might be different people where responsibilities for managing, evaluation and/or documenting project outcomes are separate.

**Project contact person**

|  |  |
| --- | --- |
| **Organisation** |  |
| **Project Name** |  |
| **Contact name and position of person responsible for project management** |  |
| **Contact details** |  |

**Evaluation and learning contact person**

|  |  |
| --- | --- |
| **Organisation** |  |
| **Project Name** |  |
| **Contact name and position of person responsible for evaluation** |  |
| **Contact details** |  |

1. **Activity Work Plan**

Please update your initial work plan. Provide as much detail as possible to assist tracking progress of your project.

|  |  |  |
| --- | --- | --- |
| **Milestones and deliverables** | **Tasks** | **Timeframe**  **(Due date)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 2. Evaluation and learning plan

The general purpose of the evaluation and learning plan is to allow the tracking of projects in the Innovative Workforce Fund and to set clear and measurable outcomes.

**The key overall evaluation questions for the Innovative Workforce Fund are:**

|  |
| --- |
| For the IWF as a whole NDS will be seeking to answer the following key questions: |
| 1. To what extent have projects demonstrated innovations that improve workforce availability and ability to meet the current and future needs of NDIS participants? Specifically, how have projects achieved or contributed to positive outcomes for service users, workers and organisations? |
| 1. How have projects achieved these outcomes? |
| 1. What models or practices could be suitable for wider implementation? |

**3. Outcomes matrix**

The outcomes matrix overleaf shows the indicators, data sources and success criteria for each intended outcome of your project. Outcomes may have more than one indicator.

* **Outcomes** arethe most important changes you would expect to see as a result of the project.
* **Outcome indicators** describe what you will look at or measure to know whether an outcome is achieved.
* **Success criteria** describes the measure you will use to decide whether this outcome has been successfully achieved. These should be as specific and measurable as possible.
* **Methods** explain the information you will use and how you will find or collect it.
* **Timing** explains both frequency and when information will be collected. Indicate the date or month when a specific data collection method will be used.

To align with the goals of the Innovative Workforce Fund, the matrix is divided into three areas:

* Service user satisfaction and empowerment
* Worker skills, satisfaction and engagement
* Organisational sustainability (more clients, reduced costs, financial sustainability).

You will find it helpful to refer to your program logic so that specific outcomes link to the overall purpose of the project

**3. Outcomes matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Outcome indicator | Success criteria | Methods |  |
| Project outcome | What would indicate whether this outcome is achieved? | How would you judge performance on the outcome? | How will you find or collect the information you need? | Timing |
| **Service user satisfaction and empowerment** | |  |  |  |
| *Eg Provide access to services that were previously unavailable within the local area* | *Service user take-up of new offerings* | *At least 6 new service users; 10 existing service users access new service.* | *Service user data*  *Our standard satisfaction survey* | *Report 3 monthly starting with baseline in September* |
|  |  |  |  |  |
| **Worker skills and engagement** | |  |  |  |
| *Eg Attract new and suitable workers to the sector* | *Number of new workers attracted and retained* | *10 new workers complete three months of work and are positive about their experience* | *HR data*  *In-depth interviews with workers conducted by external evaluator* | *Report as per IWF milestones, interviews during April 2018* |
|  |  |  |  |  |
| **Organisational sustainability** | |  |  |  |
| *Eg More appropriate services can be extended to existing and new service user cohorts* | *Take-up by new clients*  *Expanded number of new service offerings*  *Ongoing viability* | *At least 4 new ‘hard to reach’ service users*  *Model can be sustained within NDIS pricing*  *Business systems are in place to support ongoing delivery* | *Service user data*  *Costs and prices are documented*  *Business system and practice audit* | *Report as per IWF milestones* |
|  |  |  |  |  |

## Comments

|  |
| --- |
| **Please add here anything you want NDS to note about either your Activity Work Plan or your Evaluation and Learning Plan. Please speak to your coach as well.** |
|  |
|  |
|  |
|  |

## IWF milestones (add others if needed, eg Report to Board)

|  |  |
| --- | --- |
| **Deliverable** | **Due date** |
| Updated Activity Work Plan and Evaluation and Learning Plan received and accepted | 13 September 2017 |
| Progress Performance report received and accepted | 31 October 2017 |
| Final Implementation and Reflection report | 12 May 2018 |
| Audited Acquittal report received and accepted | 12 May 2018 |