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| **Innovative workforce fund**  **Final implementation and reflection report**  This report is due on 12 May 2018 |

This template is for organisations participating in the Innovative Workforce Fund (the Fund) to document their project activities, and to reflect on what has been learnt.

It is for adaptation and use as required by each organisation.

1. Date when last updated:

Version number

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

**Reporting outcomes**

**Outcomes matrix**

Using the outcomes matrix you developed for your Evaluation and Learning Plan complete the following results matrix.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Outcome indicator | Success criteria | Result | |
| Project outcome |  |  |  |  |
| Service user satisfaction and empowerment | |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Worker skills and engagement |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Organisational sustainability |  |  |  |  |
|  |  |  |  |  |
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# Reflecting and reporting

*This section provides prompts you may find useful in reporting you experience.*

### Reflecting on implementation

|  |  |  |
| --- | --- | --- |
| 1. **Did staff know of and support the project?** |  | |
| 1. **Did service users know of and support the project?** |  | |
| 1. **How appropriate were the activities you trialled?**   Consider the needs of service users and workers. |  | |
| 1. **Did you adapt elements of the project in response to emerging issues? How and why?** Consider adaptions to supports, roles and responsibilities. |  | |
| Reflecting on impacts and outcomes | |  |
| 1. **Overall, what are the main achievements of your project for:**  * **Service users** * **Workers** * **Organisation** |  | |
| 1. **Have there been any outcomes that have surprised you?** |  | |
| 1. **Were there outcomes that you expected to see, but didn’t?** |  | |
| 1. **Do you think that you measured the right things? Is there other information that you need to better understand outcomes?** |  | |
| **Reflecting on context: what worked, for whom and in what circumstances?** | | |
| 1. **Who benefited most,** in what ways and why? |  | |
| 1. **What worked well** to support the achievement of your intended outcomes?   In what situations did it work well? |  | |
| 1. **What didn’t work so well** in your project? In what situations didn’t it work so well? |  | |
| 1. **Knowing what you know now, what would you do differently?** |  | |
| 1. **Knowing what you know now, what would you do the same?** |  | |
| 1. **What broader lessons have you learnt that you think other organisations like yours could benefit from?** |  | |
| Reflecting on legacy: how sustainable are the innovations demonstrated | | |
| 1. **Please describe longer term outcomes you expect will be achieved** but that have not been met within the project timeframe? |  | |
| 1. **Do you expect the work of the project will continue?** Which aspects or practices will continue and why? |  | |
| 1. **Please explain how the changes you undertook can be sustained within the NDIS pricing framework?** |  | |
| 1. **What costs would be required to increase or scale up the innovation demonstrated by this project?** |  | |
| 1. **Could this approach work elsewhere and what would be needed to make it work?** |  | |
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