

	Sep-21	Oct-21
Project Initiation		
Project Team Recruitment		
Advert		
Interviews and offers		
Appointment of project team		
Project Planning		
Draft and agree scope		
Confirm timings		
Project Initiation document		
Project Execution		
Stakeholder mapping		
International, national and local evidence review		
Anchor Sprint		
Building understanding of strategic landscape and measurement in Leeds		
Building understanding of Anchors Business Plan, progression framework and agreed Anchor metrics		
research and engagement across all anchors to understand potential for project delivery activity		
Potential opportunities identified and agreed for delivery		
Engagement with all anchors to build understanding of where small systems change can embed and make routine this way of working - would be ongoing for the life of the project		
Identify and secure agreement for changes in Anchor organisations which deliver greatest impact in disadvantaged areas - would be ongoing for the life of the project		
Community Sprint		
research and engagement across priority neighbourhoods to understand potential for project delivery activity		
Work with LCC Employment and Skills team to understand current and planned work programme.		
Potential priority neighbourhoods and / or community of interest identified and agreed		
Connect with businesses engaged with business progression framework through LCC Key Account management team		
Third sector partnership		
Employer Sprint		

Working through current LCC business engagement structures, to engage with key businesses and business representative organisations to understand opportunities and connect to projects		
Large Business Engagement -join key account management call as needed		
Business Representative organisation engagement calls and events as needed		
Indicative approach for any project delivery in local communities - Based on Lincoln Green project		
Phase 1 - Planning, Preparation and Scope		
Community engagement and third sector engagement		
Targetted communications		
Venues agreed		
Phase 2 - Delivery		
Presentations on opportunities from employers		
Presentations on job roles / values and behaviours		
initial assessments of potential candidates		
Identified next steps for all attendees		
Phase 3 -Reflect and Learn		
show and tell		
retrospective		
Evaluation, monitoring and control		
Governance		
Anchor Executive Group		
Agree approach and membership of project steering group		
Project Steering Group		
LCC Executive Board		
Evaluation and Learning		
commission academic partner including development of an evaluation plan including, approach & framework		
Strategic- understand key outputs from SPI and JSA		
Management - ongoing and to be developed through academic partner		
Community - rapid review and data		
Community - lived experience		
Development of Playbook		
Develop a suite of case studies of successes achieved during and post project to be included in the playbook - ongoing		
Collation of learning - ongoing and as part of project delivery		
Build playbook product v1		
iterate Playbook and update to V2		

Iterate Playbook and update to final version		
Communications and wider information sharing		
Communications plan agreed		
Inclusive growth core delivery partnership		
Inclusive growth Extended delivery partnership event		
Health and wellbeing board		
Development of a communications activity plan for community engagement events		
Develop targeted key messages around different engagement opportunities within communities		
Develop a proactive social media content plan		
Blog posts/visual case studies to be featured on Inclusive Growth Strategy website plus Anchors where applicable		
Press and media plan to be developed for key project successes		
Link in with the Comms Anchor Group to identify and effectively deliver and share actions/amplify messages		
Leeds in Conversation podcast to discuss and highlight project outcomes		
Project Closure		
Handover of any relevant documentation		
Health Foundation conference		
Information retained according to agreed retention schedule		
Evaluation Report		
Final Playbook		

