

## Preceptorship Network Plan 2017-2018

Task Name	Start	Finish	Notes
<b>Network in place</b>			
Inaugural network meeting	20/04/2017	20/04/2017	The attendees will form the core network which will be referred to as the Preceptorship Network Board.
Establish frequency / mode of delivery for network meetings	04/2017	04/2017	The first three meetings will be bi-monthly: 04/17, 06/17 and 09/17. After this the network board will assume responsibility for scheduling future meetings.
<b>Review of current website</b>			
Develop and agree content of toolkit	04/2017	09/2017	Each network board meeting will focus on a different section of the Toolkit, to agree on content and additional content if needed.
Incorporate multimedia elements in toolkit	04/2017	09/2017	This will be discussed during the inaugural meeting in April 2017.
Ensure website works cross platform, e.g. browser type and mobile devices	05/2017	09/2017	
Work on architecture of website	05/2017	09/2017	
<b>Network to develop and deliver a communications strategy including identifying a lead in relevant organisations and to PEF Networks</b>			Guidance will be provided on content development, digital tasks and shaping the communications strategy including dissemination approach. The network will be responsible for providing content including any multimedia resources.
Decide on multimedia content for toolkit	04/2017	09/2017	
Establish contacts willing to create content	04/2017	04/2017	
Create multimedia content	04/2017	09/2017	
<b>Fully populate the toolkit with improved usability and function</b>			
Evaluation of the toolkit with the wider network	10/2017	12/2017	A usability questionnaire will be sent out to assess the online infrastructure of the toolkit.
Dissemination of the toolkit to wider audiences	01/2018	02/2018	