Employee Engagement – Project Plan

Bolton NHS
NHS Foundation Trust

Month 1	July 2009				
Week	**Activity**	**Resource Requirements**	**Reporting requirements**	**RAG**	**Progress notes**
1	-Literature review	Purchase of books and articles	WF Committee 3/8/09		Key text identified and to be ordered
2	-Literature review	Purchase of books and articles	WF Committee 3/8/09		Key text identified and to be ordered
3	-Develop detailed project plan -Discussion with CEO 20.7.09	Plan to be produced	WF Committee 3/8/09		Completed
4	-Briefing to Trust Board -Develop presentation for Workforce Committee	WER WER	WF Committee 3/8/09 WF Committee 3/8/09		Completed Completed
Month 2	**August 2009**				
Week	**Activity**	**Resource Requirements**	**Reporting requirements**	**RAG**	**Progress notes**
1	-Workforce Committee discussion to agree approach and briefings	Presentation – WER	Project progress reports to Workforce Committee		Approach agreed. Measurements to be development
2/3	-Confirm final project timescales -Confirm budget and project JD's		Ongoing comms with Director of WF & OD		Finance to set up cost and subjective codes
3/4	-Article for Team Brief -Prep for group presentations and launch event -Develop posters and flyers -Hold first meeting of Best Employers group -Revise TOR for Best Employers group -Identify membership and develop TOR for Engagement Sponsor group -Set up dates for the Engagement Sponsor group -Develop structure, content and materials for **Big Conversation** events -Confirm CEO availability and secure venues for the **Big Conversation** events	Presentation Posters Flyers Newsletters Venue's, materials etc.	Progress reports to NLI/DF and Workforce Committee		
Month 3	**September 2009**				

Week	Activity	Resource Requirements	Reporting requirements	RAG	Progress notes
1	-Corporate groups – presentations -Develop communications strategy	Presentation Meet with HE	Workforce Committee Update		Presentation schedule completed Key themes and additional plans identified
2	-Corporate groups - presentations -Final preparations for launch event -Preparation for **Big Conversation** events	Key group meeting dates & times Venue Materials			
3/4	-Finalise venues, materials etc -Article for Team Brief				

Month 4   October 2009

Week	Activity	Resource Requirements	Reporting requirements	RAG	Progress notes
1	-Engagement Sponsor Group -Hold launch event week -Corporate groups – presentations -Finalise events programme and materials	Venues	Project progress reports to Workforce Committee Board Paper – progress Update		Reports provided
2	-Best Employers Group -Corporate groups - presentations	Venues			
3	-Corporate groups - presentations	Venues			
4	*- Big Conversation event (1)* -Analysis of results	Venues			

Month 5   November 2009

Week	Activity	Resource Requirements	Reporting requirements	RAG	Progress notes
1	*- Big Conversation event (2)* -Analysis of results -Engagement Steering Group	Venues	Project progress reports to Workforce Committee		Publication and feedback of conversation outputs Identification of priorities and work streams
2	*- Big Conversation event (3)* -Analysis of results -Best Employers Group	Venues			

Week	Activity	Resource Requirements	Reporting requirements	RAG	Progress notes
3	*-Big Conversation event (4)* -Analysis of results	Venues			
4	*- Big Conversation event (5)* -Analysis of results and final analysis	Venues			
5	*- Big Conversation event (6)* -Analysis of results	Venue			

Month 6   December 2009

Week	Activity	Resource Requirements	Reporting requirements	RAG	Progress notes
1	-Feedback presentations -Engagement Steering Group -Development of values	Venues	Project progress reports to Workforce Committee		Work streams implemented and monitored. Reports provided
2	-Feedback presentations -Best Employers Group -Development of values	Venues			
3	-Feedback presentations -Development of values	Venues			
4	-Feedback presentations -Development of values -6 month Evaluation	Venues	Provide 6 month evaluation report		

Month 7   January 2010

Week	Activity	Resource Requirements	Reporting requirements	RAG	Progress notes
1	-Engagement Steering Group Agreement of values -		Project progress reports to Workforce Committee		Ongoing monitoring and reporting
2-4	-Best Employers Group -Agreement of values				

Month 8   February 2010

Week	Activity	Resource Requirements	Reporting	RAG	Progress notes

			requirements		
1	-Scoping/mapping of values to -organisational groups, JD's, processes, policies, comms, development programmes and work streams	Policy review timescales	Project progress reports to Workforce Committee		Values implementation and sustainability plan provided
2	-Best Employers Group				
3-4	-Alignment of values to organisational groups, JD's, processes, policies, comms, development programmes and work streams				

Month 9	March 2010				
Week	**Activity**	**Resource Requirements**	**Reporting requirements**	**RAG**	**Progress notes**
1	-Discussion and identification of sustainability requirements				Alignment to TCS requirements and ongoing sustainability/follow up plans
2-4	-Best Employers Group -Discussion and identification of sustainability requirements				