

I'm not a robot!

Define

- Background
- Define the project intervention
- Develop objectives to achieve the aims
- Identify a high level timescale (key stages and milestones of the project intervention)

Design it

- Plan to achieve the project objectives
- Estimate the time you require
- Define the cycle of events
- Identify actions to add value to the working process
- Prepare to track & capture detail of events

Do it

- Plan events and activities including Preparation time pre-event
- Carry out activities
- Refine/Action post event
- Capture key data
- Provide feedback / timely responses
- Review progress against plan

Deliver it

- Test the service/product - gain appropriate feedback
- Measure the outcomes against the project objectives
- Refine the aims and build into next cycle of events
- Learn from the project and build into practice



