**How to complete the template**

Use this template to help the partnership clarify its purpose, how it will work, what roles and responsibilities each partner will take, the delivery model being proposed, and any legalities that need to be clarified.

By writing these things down, and by assigning time scales and responsibilities for completing actions, each partner in the partnership will be clear what is expected of them and of each other. This will also help to increase the success of the partnership.

It is suggested that this template be completed over a period of time. One partner can agree to draft the template on behalf of the partnership or each partner could take one or more sections. A full set of guidelines on how to complete the template is available as a support document.

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| **30 hours mixed model partnership****Action Plan** **[Insert name of provider or partnership]****[Insert dates covered by the action plan]** |

1. Section 1 - overview

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1. Section 2 – delivering the entitlement

## Partnership management and leadership

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| --- |
| Project management and leadership |
| Actions | Lead & partners to be engaged | Resources allocated | Milestones  | Monitoring and progress update arrangements | Deadline or timescale |
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|  |  |  |  |  |  |

## Getting the legalities right

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| Getting the legalities right |
| Actions | Lead & partners to be engaged | Resources allocated | Milestones  | Monitoring and progress update arrangements | Deadline or timescale |
|  |  |  |  |  |  |

## Description of the provision/delivery model

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| --- |
| The provision |
| Actions | Lead & partners to be engaged | Resources allocated | Milestones  | Monitoring and progress update arrangements | Deadline or timescale |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Getting the environment right

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| Environment |
| Actions | Lead & partners to be engaged | Resources allocated | Milestones  | Monitoring and progress update arrangements | Deadline or timescale |
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## Managing delivery

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| Management and staffing |
| Actions | Lead & partners to be engaged | Resources allocated | Milestones  | Monitoring and progress update arrangements | Deadline or timescale |
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* 1. **Financial planning to support delivery**

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| Financial planning: revenue |
| Actions | Lead & partners to be engaged | Resources allocated | Milestones  | Monitoring and progress update arrangements | Deadline or timescale |
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|  |  |  |  |  |  |
| Financial planning: capital |
| Actions | Lead & partners to be engaged | Resources allocated | Milestones | Monitoring and progress update arrangements | Deadline or timescale |
|  |  |  |  |  |  |

* 1. **Communication and marketing**

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| Communication and marketing |
| Actions | Lead & partners to be engaged | Resources allocated | Milestones  | Monitoring and progress update arrangements | Deadline or timescale |
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* 1. **Future planning**

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| Future planning  |
| Actions | Lead & partners to be engaged | Resources allocated | Milestones  | Monitoring and progress update arrangements | Deadline or timescale |
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1. Risk assessment

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| --- |
| Risk Assessment  |
| Risk | Impact | Likelihood | InitialRAG | Mitigation | RevisedRAG |
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For more information on risk assessment see [**Assessing Risk**](http://www.familyandchildcaretrust.org/sites/default/files/Assessing%20Risk.docx). A more comprehensive [**Risk Assessment Template**](http://www.familyandchildcaretrust.org/sites/default/files/risk%20assessment%20template.xls)spreadsheet is also available.