**Project plan**

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| **Action** | **Who?** | **When/deadline?** | **Completed?** |
| Identify need for scheme and develop mission statement |  |  |  |
| Develop project framework and timeline |  |  |  |
| Secure funding and any staff time required |  |  |  |
| Agree delivery organisation/responsibilityfor management of Parent Champions |  |  |  |
| Identify lead project coordinator |  |  |  |
| Develop volunteer handbook |  |  |  |
| Develop role descriptions for coordinator(s) and Parent Champions |  |  |  |
| Identify target groups for Parent Champions to reach, for example. BME communities, lone parents, parents of disabled children,wards within the LA |  |  |  |
| Agreement with Family Information Service re: data collection/monitoring to complywith reporting requirements |  |  |  |
| Linking with other relevant stakeholders |  |  |  |
| Agree recruitment/training process forParent Champions, for example, who isinvolved, venue |  |  |  |
| Advertise for Parent Champions |  |  |  |
| Set up the following for Parent Champions: Interviews, DBS checks if in direct contact withchildren or vulnerable adults, Induction and induction training |  |  |  |
| Project meeting for all involved |  |  |  |
| Initial session to identify starting point forParent Champions personal development |  |  |  |
| Ensure resources in place (mobile phones,business cards, materials, etc.) |  |  |  |
| Confirm Parent Champions start date |  |  |  |
| Weekly telephone supervision  |  | Weekly from: |  |
| Monthly supervision group sessions forParent Champions |  | Monthly from: |  |
| Statistics monitoring system set up |  |  |  |
| Monthly monitoring reports to Familyand Childcare Trust |  | Monthly from: |  |
| Parent Champions delivery ends |  |  |  |
| Exit interviews with Parent Champions |  |  |  |
| Final monitoring report to Family andChildcare Trust |  |  |  |
| End project meeting |  |  |  |
| Evaluation and dissemination ofachievements |  |  |  |