4CGY FI Project Plan

Annex A

					2017/18														18/19												
Ref	**Project Plan**	**Start**	**End**	**% Complete**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**Comments**
	Project overall	May-17	Mar-19																													
	Workstream 1 - Project Sign off/Agreed																															
1.1	DMT			100%																												
1.2	CMT			100%																												
1.3	Portfolio Holder & CMT			100%																												
1.4	Executive			100%																												
1.5	Briefing Exec Members			100%																												
	Workstream 2 - Local Action Group																															
2.1	Local Action Group Fully Functional																															
2.2	Initial meeting since project agreed at Executive			100%																												
2.3	Governance and process agreed			100%																												
2.4	Plan meetings for the next 2 years																															
	Workstream 3 - Ward Member Engagement																															
3.1	Member Briefings																															
3.2	Ward Team meetings																															
3.3	Ward Committee meetings																															
	Workstream 4 - Linked Activities																															
4.1	Improving Finances, Improving Lives			100%																												
4.2	Grant Panel			100%																												Linking 4CGY with grant recipients to ensure maximum impact
	Workstream 5 - Direct Activities																															
5.1	City Centre Jobs Fair		Sep-17																													Supporting York Learning delivery
5.2	Area Based Jobs Fair - Westfield		Nov-17																													Supporting York Learning delivery
5.3	City Centre Jobs Fair		Mar-18																													Supporting York Learning delivery
	Area Based Jobs Fair - Clifton		May-18																													Supporting York Learning delivery
	City Centre Jobs Fair		Sep-18																													
5.4	Area Based Jobs Fair - Tang Hall		Nov-18																													Supporting York Learning delivery
5.5	Small Business Saturday Events		December																													
	Support Community Initiatives																															
5.7	Chapelfields Community Hub																															
5.8	Tang Hall Budgeting Cafe and Family Picnics																															
	Workstream 6 - Media & Coms																															
6.1	Comms Plan in place																															
6.2	Publicity Templates																															
6.3	Project e-Newsletters																															
6.4	Project Facebook page(s)																															
6.5	Website updates																															
6.6	Twitter set up																															
	Workstream 7 - Funding & Grants																															
	Grants																															
7.1	Process & Assesment Critera																															
7.2	Invite/promote opportunity to apply																															
7.3	Assessment																															
7.4	Award																															
7.5	Monitoring																															
	Extenal Funding																															

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7.11	Support community organisations to source funding for related activities																															July 17 Chapelfields Community Association supported to start Community Hub and apply for funds.
7.12	Funding Applications to expand/extend 4CommunityGrowthYork Approach																															
	Workstream 8 - Commissioning																															
	Commissioning 1																															
8.1	Commission front facing community engagement role																															Additional capacity to engage and offer support in communities
8.2	Review effectiveness of community engagement role with a view to commission for yr 2 of the project																															
	Commissioning 2																															
8.3	Social Return/Social Value evaluation tool																															
	Commissioning 3																															
8.4	Academic research and report																															Exploring potential
	Workstream 9 - Evaluation																															
	Social Return on Investment																															
9.1	Pilot																															
9.2	Training																															
9.3	Weekly Review																															
	Academic Evaluation																															
9.4	Support production of report																															
	Case Studies																															
9.5	Monthly capture of case studies																															Supporting Area Based approach and co-production opportuities
	Workstream 10 - Sharing and Learning																															
	Area based themed networking events																															
	Showcase & Sharing Conference																															Opportunity to feedback on project and invite examples of good practice.