**Review Planning Template**

| **Theme** | **Activity** | **Lead** | **Detail/objectives** | **Date** |
| --- | --- | --- | --- | --- |
| Review & Renew | Comms & planning |  | Timeline for Review/Renew Process e.g.* Circulate survey open 1 week (wk 1)
* Share headlines (wk 2)
* Core Group workshop (wk2/3)
* Seek feedback/share learning/brief Sponsor (wk 3/4)
* Celebration and learning event (wk 4)
* Circulate energy survey (wk 6) (Find the energy)
* Share headlines (wk 7)
* New Core Group Renew workshops (wk 8&9) (Set up/Renew)
* Core Group meeting with Sponsor (wk 11)
* Relaunch (wk 12/13)

Comms planKey messagesScheduling Renew |  |
| Review | Surveys |  | Carry out Survey Analysis Endline feedbackCompare baseline/midpoint (around perceived capability) |  |
| Review | Participation  |  | Assimilate Participation/dates:* Learning events
* Projects/Services
* Web analytics
 |  |
| Review  | Core group workshop |  | Identify ’value created’ and key messages/showcase* Review of survey data
* Review of participation data
* ‘Experience of participation’

Identify any learning/’known’ challenges/opportunities need to consider in ‘Review & Renew’ process* Mini retro (around leadership/ coordination roles)
 |  |
| Review | Showcase |  | Create showcase of value created |  |
| Review | Sponsor feedback  |  | Capture sponsor feedback on process/structure |  |
| Review | Celebration & Learning event  |  | 2 mins Purpose 3 mins Session outline 20 mins Value creation (Example)* **10 mins showcase**
* 8 mins – breakout groups – capture feedback on mural
* 2 mins - OV

5 mins Reflections (Sponsor)20 mins Retro * 10 mins – breakout groups
* 5 mins sharing

5 mins Reflections (Sponsor)5 mins Outline ‘renew process’ 5 mins Close |  |