**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 plan  Key messages  Scheduling Renew |  |
| Review | Surveys |  | Carry out Survey  Analysis Endline feedback  Compare 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 |  |