

Name:	
Organisation:	

This Action Planner has been developed to capture your thoughts and reflections during the day, and help you identify your next steps for you and your team.

Keynote: Requirements of the OfS and the guidance

Do we understand what's required in relation to the different aspects of our APP? Where will we find the information we need to understand what's required?	
Do we understand how our APP will be assessed? Which aspects do we need to get more information on?	
What kinds of research and information have we already got to complete the APP? What kinds of research and information do we still need to get to complete the APP?	
What else do we need to know in order to deliver a good APP? How will we get this?	

Session 1: Requirements of the OfS and the guidance

Have we got a clear strategy for prioritising risks?	
Have we got the information we need to develop the objectives? What else do we need?	
What should the praxis team(s) look like? Who needs to be involved? What fora or groups/meetings will we need to agree the plans?	
How could we utilise the NERUPI Framework to develop the aims for the activities?	
How will we involve students? What's the structure for this and how will we handle organisation of it?	
What tools and resources should we use to build our intervention strategy? Which NERUPI tools and resources would be useful?	
What types of inputs are needed to deliver the interventions and how easy will it be to secure these?	

Session 2: Making plans measurable and reportable

Have we got a clear process for agreeing theories of change for our interventions?	
What existing insights can we draw on to build a theory of change?	
What new information and insights do we need to collect? From whom and how?	
Do our objectives and targets translate to outcome and impact measures? Will we have access to this data?	
What evidence should we collect to demonstrate progress in the short term? What evaluation methods should we use for these?	
What evidence should we collect to demonstrate progress in the medium term? What evaluation methods should we use for these?	
What evidence should we collect to demonstrate progress in the long term? What evaluation methods should we use for these?	

What type(s) of evaluation should we be aiming for?	
Do we have the resources to carry these out? What new resources, expertise etc will we need?	
What are the risks and mitigations to make sure we do a good evaluation?	
Which person/team/group will hold the evaluation plan and be responsible for making sure the evaluation plan works out in practice?	
Can we demonstrate mechanisms for using evaluation results?	

Session 3: What goes in the plan and supporting documentation?

What information will we include in the plan?	
What will we include in supporting documentation?	
Which information will not be included in the plan or supporting information?	
Is there any information it's not clear whether to include? What?	

Session 4: Overall strategy

How well do our intervention strategies link up and fit with the strategic background?	
Are we clear about the governance arrangements and accountability lines?	
What do we need to do to demonstrate a whole institutional approach?	
What other questions should we add to this list?	
Are we clear about the actions on the to do list? What are the next steps following this event?	
What do we need from our institution and colleagues in order to write the plan? Who can help us get what we need to complete this work?	