

## Change X Lego Action Plan

Key Priority Area 1:							
Objective	Action Points	Personnel, Resources & Cost	Success Criteria	Monitoring & Evidence	RAG Evaluation and Milestones		
					January	March	July
<b>Watch welcome video</b>	<ul style="list-style-type: none"> <li>Watch video on Change X website</li> </ul>	Personnel	<ul style="list-style-type: none"> <li>Video watched</li> </ul>	Change X website			
Schedule call	<ul style="list-style-type: none"> <li>Speak to Change X contact</li> </ul>	Personnel	<ul style="list-style-type: none"> <li>Call completed</li> </ul>	Change X website			
Recruit team	<ul style="list-style-type: none"> <li>Speak to colleagues and ascertain interest levels</li> <li>Invite colleagues to team</li> <li>At least 4 team members joined</li> </ul>	Personnel	<ul style="list-style-type: none"> <li>4 team members signed up to Change X</li> </ul>	Change X website			
Schedule Kick-off meeting	<ul style="list-style-type: none"> <li>Arrange time suitable for colleagues</li> <li>Conduct via Microsoft Teams</li> </ul>	Personnel	<ul style="list-style-type: none"> <li>Meeting conducted with all team members</li> </ul>	Change X website			
Share Team Photo and Action Plan	<ul style="list-style-type: none"> <li>Upload screenshot</li> <li>Complete action plan</li> <li>Upload action plan</li> </ul>	Personnel	<ul style="list-style-type: none"> <li>Screenshot and action plan uploaded</li> </ul>	Change X website			
Purchase equipment	<ul style="list-style-type: none"> <li>Check funds are in school account</li> <li>Purchase Lego kits</li> </ul>	<b>£1,155</b>	<ul style="list-style-type: none"> <li>Equipment purchased following LA guidelines</li> </ul>	Receipts			

RAG Rating

Green - The actions are in place and there is evidence of impact.

Amber - The actions are a work in progress and there is some evidence of impact

Red - Actions are not in place and there is no impact

			<ul style="list-style-type: none"> <li>All receipts/invoices recorded</li> </ul>				
Train colleagues in use of Lego	<ul style="list-style-type: none"> <li>Schedule Teams meeting to train colleagues and introduce them to resources</li> </ul>	Personnel	<ul style="list-style-type: none"> <li>Meeting completed and attended by all</li> </ul>	Teams meeting log			
Monitor Progress	<ul style="list-style-type: none"> <li>Speak to colleagues about progress</li> <li>Setup shared evidence folder using SharePoint</li> <li>Listen to learners (if possible)</li> </ul>	Personnel	<ul style="list-style-type: none"> <li>SharePoint folder evidenced</li> </ul>	SharePoint evidence			
Plan and hold celebration event	<ul style="list-style-type: none"> <li>Plan celebration event either in person or remotely (situation dependant)</li> <li>Photograph record event</li> </ul>	Personnel	<ul style="list-style-type: none"> <li>Evidence in SharePoint folder</li> <li>Event conducted</li> </ul>	SharePoint evidence folder			
Conduct survey	<ul style="list-style-type: none"> <li>Use Microsoft Forms to conduct staff survey</li> <li>Complete hands up survey for pupils</li> </ul>	Personnel	<ul style="list-style-type: none"> <li>Form completed</li> <li>Hands up survey completed</li> </ul>	Excel spreadsheet of Forms. SharePoint evidence folder			
Complete and submit impact report	<ul style="list-style-type: none"> <li>Write impact report</li> <li>Submit/upload to Change X</li> <li>Receive additional £495</li> </ul>	<b>£495</b>	<ul style="list-style-type: none"> <li>Impact report completed</li> <li>Reviewed by Head teacher</li> <li>£495 additional funding received</li> </ul>	Change X website			

**Key Priority Area 2:**

Objective	Action Points	Personnel, Resources & Cost	Success Criteria	Monitoring & Evidence	RAG Evaluation and Milestones		
					December	March	July

**Key Priority Area 3:**

<b>Objective</b>	<b>Action Points</b>	<b>Personnel, Resources &amp; Cost</b>	<b>Success Criteria</b>	<b>Monitoring &amp; Evidence</b>	<b>RAG Evaluation and Milestones</b>		
					<small><u>RAG Rating</u> Green - The actions are in place and there is evidence of impact. Amber - The actions are a work in progress and there is some evidence of impact Red - Actions are not in place and there is no impact</small>		
					<b>December</b>	<b>March</b>	<b>July</b>

Key Priority Area 4:							
Objective	Action Points	Personnel, Resources & Cost	Success Criteria	Monitoring & Evidence	RAG Evaluation and Milestones		
					December	March	July

RAG Rating  
Green - The actions are in place and there is evidence of impact.  
Amber - The actions are a work in progress and there is some evidence of impact  
Red - Actions are not in place and there is no impact

Key Priority Area 5:							
Objective	Action Points	Personnel, Resources & Cost	Success Criteria	Monitoring & Evidence	RAG Evaluation and Milestones		
					December	March	July

If you found this useful, we have more resources at <https://explorify.wellcome.ac.uk>.

