

Preparing your Activity Work Plan

Quick Guide

Introduction to the Activity Work Plan – what is this for?

The Activity Work Plan is a required attachment to your application. It is used by your community to identify objectives and activities that will help you achieve your project goals. It also requires identification of measures of progress for objectives and potentially who will be responsible for different activities.

Your activity work plan should be specific to the project work you are asking the Commonwealth to fund. It is not the same as your plans for everyday work activities or a more general plan for broader activities of your organisation, service or initiative.

The details in your activity work plan should be consistent with the other parts of your application. The activities you set out in your activity work plan will be drawn from and connected with your responses to the assessment criteria for the justice reinvestment grant opportunity and with the budget items you are seeking funding for. This will ensure that your application as a whole tells a cohesive story of the work you propose to do with the funding applied for.

While you will need to include your activity work plan as part of your application, if your community is successful, the Attorney General's Department will work with you to agree on a final version of an activity work plan. This will then form part of your reporting for the JR grant funding.

When should you prepare the Activity Work Plan?

It is up to you to decide at which stage of the process of application preparation you will complete your activity work plan. You will probably find that you prepare and then edit the activity work plan throughout this process as you refine your ideas and align different parts of the application.

Some communities have found it helpful to start with the activity work plan, for example. This has helped them to then bring together the budget and selection criteria responses with activities detailed in the work plan.

Alternatively, your work plan might be completed after or while responding to the assessment criteria. Thinking through the responses to these criteria can give you some structure for inputting into the activity work plan.

How to structure your Activity Work Plan

There is an activity work plan template provided on GrantsConnect for the justice reinvestment grant opportunity. You can use this template or develop your own.
An image of the template is below:

Template funding work plan

2. Activity deliverables			
When completing the Plan of Activities, populate the Objective, Deliverable, Time frames and Measures of Success sections You may duplicate the rows in this table as many times as necessary to describe each deliverable.			
Objective	Deliverable	Time frames	Measures of success
Describe the intended outcome of your activity/service. Outline the need for the activity/service. Identify key issues that the activity/service seeks to address and the groups that may experience these issues.	Describe the key tasks you will complete to achieve the activity objectives. Deliverables should be specific, measurable, and linked to the intended objectives of a service or deliverable.	Specify the timeframes in which you expect to complete the deliverable.	Identify one or more measures of success for the stated objective/s. This should include indicators that will demonstrate the impact of the action(s). A measure of success includes what you intend to measure, how it will be measured, and when it will be measured.

Communities have approached completing their activity work plan in different ways.

One approach is to use key priority areas for the project as subheadings that structure your work plan. These priority areas are identified in applicant responses to the assessment criteria, including in *Criterion 1*. Here you are asked to 'Describe the primary areas where First Nations community members are looking to lead and drive solutions, centred in local culture, knowledge and voices.'

You can group your different activities under each of these subheadings. An example of this is as follows.

Example work plan: using priority areas as a structure

OBJECTIVE	DELIVERABLE	TIMEFRAME	MEASURES OF SUCCESS
PRIORITY AREA ONE: BUILDING COMMUNITY-LED GOVERNANCE			
Objective 1			
Objective 2			
PRIORITY AREA TWO: DEVELOP LOCAL JR STRATEGY			
Objective 3			
Objective 4			

Preparing your responses to each column

Objectives

Your objectives will usually describe *what outcome you are looking to achieve* through your activities or deliverables.

As the above work plan example shows, this could be partly done by listing objectives and activities under priority areas as subheadings. These subheadings provide some indication of goals associated with your objectives and activities.

You can also identify what you hope to achieve in how you describe your objectives. The following is an example of this approach.

Example work plan: describing objectives

OBJECTIVE	DELIVERABLE	TIMEFRAME	MEASURES OF SUCCESS
PRIORITY AREA ONE: BUILDING COMMUNITY-LED GOVERNANCE			
A strong and thriving governance structure is set up to lead our JR approach, including a leadership group that can make decisions on behalf of the community in relation to JR.			
Consultations with Elders have informed our model of JR governance to ensure it is culturally informed and recognises existing leadership in our community.			
PRIORITY AREA TWO: DEVELOP LOCAL JR STRATEGY			
A local JR strategy that will provide direction for our local JR approach has been designed and approved for implementation by the broader community.			
Consultations with the broader community have informed development of our JR strategy to ensure it is guided by community priorities and perspectives captured in community data.			

Whatever approach you use, your objectives should always be *specific*, realistically *achievable* (including in the identified timeframes, see below) and *relevant* to your project priority areas or goals.

Deliverables

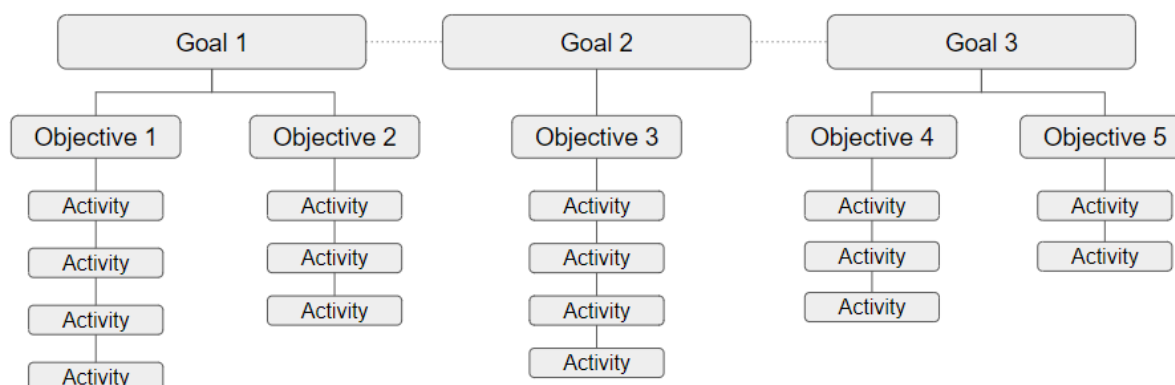
Deliverables are the *specific tasks or activities* that are linked to achieving your objectives and ultimately, your project goals.

Using the example work plan above you might include the following deliverables.

Example work plan: identifying deliverables

OBJECTIVE	DELIVERABLE	TIMEFRAME	MEASURES OF SUCCESS
PRIORITY AREA TWO: DEVELOP LOCAL JR STRATEGY			
Consultations with the broader community have informed development of our JR strategy to ensure it is guided by community priorities and perspectives captured in community data.	<u>For example</u> Develop yarning tools and processes to gather broad community input into our JR strategy Set up and run yarning circles in community Interpret yarning circle data for use in strategy development Incorporate yarning circle data into our JR strategy		

It is a good idea to keep the relationship between your goals, objectives and activities in mind as you complete your work plan as this will help to bring your project 'story' together. For example:



We also note that the assessment criteria includes a question about project activities that you want funded. *Criterion 2* asks 'What will you do with Justice Reinvestment funding if successful?' You can link to and provide further detail to your response in your work plan.

In thinking about your deliverables, check that you will have enough time and resources in the grant period to complete all activities listed. Think about building in extra time in your timeline to account for delays and other barriers that might set your progress back.

Timeframes

You will need to include timeframes for achieving each objective and its deliverables. These timeframes need to be realistic. Realistic timeframes for an objective focussed on development of a JR strategy and consultations might be as follows, for example.

Example work plan: timeframes

OBJECTIVE	DELIVERABLE	TIMEFRAME	MEASURES OF SUCCESS
PRIORITY AREA TWO: DEVELOP LOCAL JR STRATEGY			
Completed local JR strategy		24 months	
Completed consultations with community members		12 months	

It will also be important to make sure you don't include too many deliverables to be achieved over too short a time period.

Some communities have taken their draft activity work plan and put it into a timeline across the grant period to check that they have allowed enough time for each activity. This may also help to identify any 'clusters' of work that could be spread across the time period.

The following provides an example of turning your activity work plan into a timeline:

Example of timeline of activities

1-6 months	Working groups established to progress JR (including Terms of Reference).
6-12 months	Operational governance established Recruitment of all staff Identify training needs and how to address them Agreements/frameworks for collaboration established Community data collected Circuit breakers implemented
12-18 months	Development of JR strategy and action plan
Ongoing	Working group meetings / other community engagement activities Operational governance Providing training and development opportunities Applying for other grant opportunities

Measures of Success

The template work plan asks that you identify one or more *measures of success* for each of your objectives.

This should include indicators that will demonstrate the progress and, where possible, the impact of the deliverables or activities listed on the work plan.

You will also need to speak to how you will measure this, including the methods and how often you will collect data. This can include community data and measurement methods and/or administrative or government data for measurement. There is a strong focus in justice reinvestment on community data and community methods of measurement. Keep in mind that the justice reinvestment Grant Opportunity Guidelines specify that 'successful projects will prioritise community-led learning, evaluation and reporting as part of their proposed justice reinvestment project or activity'.

An example of a measure of success for an objective related to community consultations is as follows.

OBJECTIVE	DELIVERABLE	TIME-FRAME	MEASURES OF SUCCESS
PRIORITY AREA TWO: DEVELOP LOCAL JR STRATEGY			
Consultations with the broader community have informed development of our JR strategy to ensure it is guided by community priorities and perspectives captured in community data.	<u>For example</u> Develop yarning tools and processes to gather broad community input into our JR strategy		<u>For example</u> Measure of how many different language/family groups, men/women and/or young people participated in our yarning circles. Survey completed with sample of community members that they felt heard and included in the process of JR strategy development

We also note that Criterion 3 asks: 'How will you measure and evaluate progress over the course of the project (what data will you use, and what does success look like in your local context)?' You can provide further detail about your response to this criterion in your work plan.

Additional option: Lead or responsible people

Some communities have found it helpful to assign each activity in their work plan to a lead or responsible people who will keep things on track.

You could do this in your own working documents or alternatively include an extra column in the template to show who will be involved in achieving that activity or deliverable and who is the lead or responsible person. This provides further detail to your response to *Criterion 3*: 'Who will run the day to day operation of the project (e.g. staff, budgets) and how will major decisions be made (e.g. decision-making structure) over time - including through activity work plans or draft budgets, where appropriate.'