HEAD OF BALANCED WORKING, WELLBEING AND INCLUSION

	Activity	**Milestone/Output**
Month 1	Fact Finding *Activities might include:* • *Existing FW arrangements* • *Sickness absence data* • *Turnover* • *Engagement levels* • *Current offer around wellbeing* • *Current activities around inclusion* • *Stats on workforce composition* • *Existing HR policies and practices*	Initial report
	Establish Agile Working Steering Group *Comprising, as a minimum, HR, IT support, FM, H & S and Line Management.*	Terms of Reference
Month 2	Senior Management buy-in	Agree key priorities and evaluation measures
	Communications strategy	Strategy document
Month 3	Agree implementation plan	Draft implementation plan
Months 4-6	Initial activities *Activities might include:* • *Policy review and development* • *Pilot training programmes* • *Pilot implementation projects*	Review and adjustments to implementation plan Confirm roll out activities
Months 7-11	Roll out	To be determined based on activities in previous months
Month 12	Evaluation	Evaluation report
	Agree adjustments to embed practices and develop new project plan	Plan for year 2

Disclaimer: This is not a definitive project plan but a suggested project outline. Specific activities, timings and milestones/outputs will be agreed with the client prior to any work being undertaken.

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