

Napier Connects - World Café Workshop Project Plan

Project:	Napier Connects- World Café		Links to:	
Type:	Event		Stage:	Stage no. of Total stages
Project Sponsor:	Napier Connects Steering Group		Project Manager:	
Project Team Members:	World Café working group:		Parent Organisation:	
	SK			DIA
	JL			MSD
	NC			NCC
	RR			EIT
Prepared By:	NC	Date Prepared: 5 November 2012	Approved By:	
Completed By:		Date Completed:	Approved By:	

Status

- Current
- Suspended
- Superseded
- Complete



Project Objectives:

- Identify and engage Napier’s Community Connectors
- Socialise Napier Connects with the Connectors
- Collate information on what is already going on (formal and informal)
- Identify gaps
- Generate solutions / ideas to address gaps or improve what is already happening
- Encourage connectors to drive their own projects (in the longer term)

Outputs:

- World Café Event
- Collation of feedback
- Distribution list of Community Connectors
- Summary of feedback to Community Connectors

Project Constraints/Risks:

Risk	Mitigation / Action
Low turnout (volunteer day etc)	Scheduled for afternoon to allow for volunteer activities happening in the morning (as per VolHB advice). Follow up invitation with a phone call
Wariness from invitees	VW to confirm with Steering Group people who RSVP. During week of 19 November 2012 each Steering Group member follow up with a phone all those people they nominated who have not RSVP. Final list of attendees to be completed 23 November 2012
Low participation on the day	Programme contains variety with different levels of participation needed Small group facilitators briefed well





No	Milestones	Tasks	Officer Responsible	Due Date	Date Comp.
1.	Invitations	A. Invitation list compiled B. Invitation drafted C. Invitations sent D. Follow up phone calls E. RSVPs received F. Invitation list confirmed- NC advised for catering purposes	VW Working Group VW to advise group	5 November 7 November 9 November 19-23 November 23 November	Complete Complete 9 November 2012
2.	Venue and Catering	A. Venue booked B. Equipment booked C. Catering booked D. Wait staff booked	NC NC	Completed 16 November 19 November 19 November	Completed
3.	Programme	A. Content compiled see below B. Feedback received from Steering Group C. Programme finalised D. Evaluation forms compiled		Working Group Steering Group Working Group NC	5 November 14 November 19 November 16 November
4.	On the Day	A. Venue set up 12:30pm See Programme for details		Steering Group	5 December
5.	Collation of feedback Collation of evaluation forms	A. Summary of prioritised actions B. Summary report of Table evaluations		SK SK	21 December 21 December