

INSPIRE West Midlands

Project Plan and progress report

This project plan has been created at the request of the WM Steering Group on 19/3/04 and is additional to the financial report and narrative progress report issued by LISU each month.

C=Coventry, S=Stoke-on-Trent and W=Wolverhampton

Date	Task	Who	Progress made
Jan	Identify staff in partner organisations	CSW	Achieved
Jan/Feb	Convene project group	CSW	Achieved
Feb	Identification of 'displaced learners'	CSW	C= 'Learn and Earn' (later not able to participate) and Health Promotions Unit S= partnering with FE college to identify individuals W= Identifying participants from 'Ticket to Find' and AES
Feb/Mar	Training for key partner staff	YH	Training materials developed in consultation with WM staff and training delivered. (see financial statement for costs) C – 18 members of staff S – 11 and W – 8 Reciprocal visits organised
Feb/Mar	Production of marketing materials	CSW YH	CS and W have developed leaflets and resource guides to each others' libraries (costs to follow) YH developed INSPIRE leaflet for pilot (see financial statement under materials)
Mar	Training of library staff	CSW	Cascade training carried out to staff
Mar	Start Inspire pilot projects and support selected 'learners'	CSW	All pilots started in March. Identifying individual 'displaced learners'. Will try to set up group activities in response to request from DfES (Costs to follow)
19 th April	All pilot paperwork to be returned to YH by this date	CSW	
April	Evaluation of pilot projects by consultant	YH	
24 th April	Evaluation to be completed by this date	YH	
27 th April	Inspire conference		
May/June	WM pilot groups to contribute to roll-out of Inspire England	CSW YH	