



High Level Approach to Projects

	Setting up project group and project lead	Develop project	Feedback to LINK	Implementation / review	Report	Disseminate
Who	<ul style="list-style-type: none"> • LDW Lead • LINK participants with an interest in topic • Other interested members of the public • Key stakeholders 	<ul style="list-style-type: none"> • LDW Lead • Project Lead • Project Group • Academic link • Relevant stakeholders 	<ul style="list-style-type: none"> • Project Lead 	<ul style="list-style-type: none"> • Project Group 	<ul style="list-style-type: none"> • Project Group 	<ul style="list-style-type: none"> • Governors' Group
What	<ul style="list-style-type: none"> • Office produces list of participants with an interest in topic • LDW sets up initial meeting with LINK participants to: <ul style="list-style-type: none"> - Provide participants with information on topic - Define issues to be investigated - Recruit to project group - Identify project leader 	<ul style="list-style-type: none"> • Project Group defines SMART objectives • Draws up list of all the activities required to complete project • Produce Gantt chart • Identify risks • Set project budget • Agree project output 	<ul style="list-style-type: none"> • Obtain Governors approval to Project Budget / use of LINK resources • Report progress to LINK 	<ul style="list-style-type: none"> • Complete elements of project • On-going review progress 	<ul style="list-style-type: none"> • Write up 	<ul style="list-style-type: none"> • Disseminate to relevant trusts / social care • Press release • ? HOSC referral • Feedback to LINK participants through Bulletin / Web
When	Week 1-2	Weeks 2-4	Week 5	Weeks 6-8	Week 9	Weeks 10 -onward
				Quick wins	Quick wins	Quick wins