Annual Work Plan

Prepared by:

Date:

**Executive Summary**

*This should contain the happenings of the previous year and the goals that the MVP wishes to achieve. To achieve those goals, certain steps will need to be taken. Describe those steps. This portion need not be too long. A few paragraphs should be enough.*

### Overview

*Give a brief idea of the concept of the MVP. Explain the type of work that your MVP does and the philosophy that it holds. Include a bigger picture that is in mind; some change that it wishes to make.*

**The Team**

*Include a list of key team who will be involved in making this annual plan happen.*

**Action Plan**

| **Goal 1:**  |
| --- |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Data Source and Evaluation Methodology** | **Person/Area Responsible** | **Comments** |
| *Define each action step on its own row. Define as many action steps as necessary by adding rows to the table.* | *An expected completion date (month and year) must be defined for each action step.* | *An expected outcome must be defined for each action step.* | *An evaluative measure must be defined for each action step.* | *A responsible person must be identified for each action step.* | *Comments are optional.* |
| *Continue collecting feedback and supplying ‘service user voice’ feedback quarterly via walk the patch, community engagement and other sources.* | *On a quarterly basis. All feedback to be collected and analysed to present at quarterly meetings* | *Feedback to be received by MVP committee and action agreed for each priority theme of feedback.*  | *Discussion of improvement ideas/people to work on the theme. Allocation of ownership. Progress to be reported on at the next meeting. (Add longer term work as a new line on action plan.)* | *Chair* |  |
| **Goal 2:**  |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Data Source and Evaluation Methodology** | **Person/Area Responsible** | **Comments** |
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|  |  |  |  |  |  |
| **Goal 3:**  |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Data Source and Evaluation Methodology** | **Person/Area Responsible** | **Comments** |
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|  |  |  |  |  |  |
| **Goal 4:**  |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Data Source and Evaluation Methodology** | **Person/Area Responsible** | **Comments** |
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This is a working document; please email info@nationalmaternityvoices.org.uk if you have any suggestions to improve it for the benefit of other MVPs.