

2.2 Registry Week: Template Work Plan

Key Milestones

DATE	Team Leader Training
DATE	Volunteer Training
DATE	Surveying begins
DATE	Community Debrief

Action	Description	Timeline	Responsible
Internal stakeholder engagement			
External partner engagement			
Liaise with BSHF			
Complete initial budget for Registry Week			
Campaigns and communication plans agreed			
Develop process for evaluation– including community debrief			
Campaign stage 2 (post-Registry week) initial planning discussions			
Geographic mapping for survey locations			

With thanks to the Hamilton campaign team for allowing us to base this template on their work plan.

Develop & implement communications plan			
Develop key message documents			
Develop registry week materials: templates, forms, information documents			
Volunteer engagement plan (short and longer-term)			
Volunteer recruitment & management			
Develop data management plan			
Plan and run volunteer and team leader training sessions			
Surveying			
Analysis of findings			
Community Debrief			
Registry Week outcome evaluation			
Campaign stage 2 – detailed planning based on survey findings and analysis			

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