Building Digital Skills - Project Plan

The project plan should help demonstrate a clear approach to the project by outlining the key steps required and all tasks to be considered (for example, promotion, procurement, training, evaluation, reporting), as well as realistic timeframes to ensure the project can be completed by the proposed end date.

| **Funding opportunity name** | e.g. Building Digital Skills Grant Round *xx* |
| --- | --- |
| **Organisation name** |  |
| **Organisation ID** |  |

| **Activities** | **Outputs**  | **Responsibility** | **Time frames** |
| --- | --- | --- | --- |
| List the individual tasks you will do to help you achieve your project objectives in order they will be done (see examples below) | Direct results associated with an activity  | Officer responsible for managing the task | Give us dates you expect to start and end each task |
| *Develop marketing plan to attract learners* | *Develop a range of tools for marketing - flyers, posters, articles in local papers, Social Media, word of mouth etc*  | *Project coordinator* | *January 2023* |
| *Procure digital devices* | *computers/laptops/tablets purchased* | *Project coordinator* | *January 2023* |
| *Attend Good Things Foundation’s* [*learner management*](https://zoom.us/webinar/register/6015796471678/WN_J2x9_cS0RFuvUzL_PpWTYw) *webinar* | *Learn about how to register learners and view reports using CaptureIT* | *Project coordinator/Digital Mentor* | *January 2023* |
| *Engage Digital Mentor/s* | *Digital mentors all have police checks* | *Project coordinator* | *February 2023* |
| *Develop session plan*  | *Session plan to deliver support to older Australians aged 50+ gain basic digital literacy skills and confidence utilising the learning courses available on the* [*Be Connected Learning site*](https://beconnected.esafety.gov.au/topic-library) | *Project coordinator/Digital Mentor* | *February 2023* |
| *Deliver digital skills training*  | *Learners attending a digital literacy skills session will complete a sign-in form*  | *Digital Mentor* | *Fortnightly from February 2023* |
| *Register learners on CaptureIT* | *Learners who have attended a digital skills session are registered on the Be Connected learner management system - CaptureIT*  | *Digital Mentor* | *At the conclusion of a training session* |
| *Learners complete the Outcome Measurement Tools - Digital Skills Checker* | *Support learners to complete Good Things Foundation’s outcomes measurement tools -* [*Digital Skills Checker - Getting Started*](https://startdigitalchecker.scoreapp.com/) *and* [*Digital Skills Checker - Your Progress*](https://progressdigitalchecker.scoreapp.com/)*.* ***At least 50% of your learners must complete both the Getting Started Checker and the Your Progress Checker*** | *Digital Mentor* | *At the conclusion of a training session* |
| *Evaluation - develop evaluation plan to measure the progress/impact of the project* | *Establish a baseline (the situation before the project began) against which the impact of the project can be compared. Learners complete online survey/feedback form*  | *Digital Mento/project coordinator* | *Completion of digital skills training session* |
| *Financial acquittal* | *Submit financial acquittal to Good Things Foundation* | *Project coordinator* | *January 2024* |