6/ Reflect on learning to improved delivery

Reflection Meeting Learning Log

**Overview:** The Reflection Meeting Learning Log is a guide to help you structure the reflection meetings that you conduct during and after the project to discuss and share learning. The template can be used to document discussion points from your meetings.

It is worth conducting regular reflection and learning meetings or workshops while your project is underway. A final meeting after the project has finished can then be used to pull together and document all of the learnings you have identified during the project. It is up to you how you structure and co-ordinate your reflection workshops, but asking the questions outlined below for each of the topics in the table rows will help you to tease out learnings on a range of topics – and ensure you don't miss anything important.

**Purpose, Rationale & Scope**
- **What were the outcomes well defined?**
- **Was the scope clearly defined?**
- Clear, achievable outcomes were identified at the outset
- Approach selected was appropriate and backed up by sufficient evidence
- **What didn’t go well?**
- Nothing identified
- **What could have been improved?**
- Nothing identified
- **How can this learning be applied?**
- N/A

**Gathering Insight**
- **Did we gather the insight required to successfully design & deliver the project?**
- Good insight was gathered to support approach and project design, which was fundamental in achieving outcomes
- **What didn’t go well?**
- Nothing identified
- **What could have been improved?**
- Nothing identified
- **How can this learning be applied?**
- N/A

**Project Planning & Design**
- **Did we select the right approach? Was enough time & resource dedicated to planning?**
- The localised, customer-centric approach proved to be very effective
- **What didn’t go well?**
- Nothing identified
- **What could have been improved?**
- Nothing identified
- **How can this learning be applied?**
- N/A

**Project Delivery**
- **Did implementation go to plan? What challenges were encountered?**
- General feedback from participants was very positive about all the activities
- Some activities had challenges with venues and had to move location during the course of the programme
- **What didn’t go well?**
- Nothing identified
- **What could have been improved?**
- Nothing identified
- **How can this learning be applied?**
- N/A

**Project Outcomes**
- **Did we achieve the intended outcomes? What challenges were encountered?**
- Many outcomes were achieved with significant improvements in awareness and perception
- Concerns that some local providers may cease activities after support / supervision of MWSF is withdrawn
- **What didn’t go well?**
- Nothing identified
- **What could have been improved?**
- Nothing identified
- **How can this learning be applied?**
- N/A

**Measurement & Evaluation**
- **Was the M&E approach fit for purpose? Did the data collection methods produce the data required?**
- Baseline & endline survey managed well
- Registration forms helped understand who was participating (demographics)
- **What didn’t go well?**
- Nothing identified
- **What could have been improved?**
- Nothing identified
- **How can this learning be applied?**
- N/A

**Communication**
- **Was communication between deliverers and stakeholders effective?**
- Fortnightly stakeholder meetings were a good forum for discussing project progress and resolving issues
- Some NGB representatives were less engaged / involved than others
- **What didn’t go well?**
- Nothing identified
- **What could have been improved?**
- Nothing identified
- **How can this learning be applied?**
- N/A
# Learning Dissemination Plan

**Overview:** The **Learning Dissemination Plan** is a template to help you identify any organisations, partners and internal colleagues who will benefit from the project’s findings/learnings, so you can create a plan for how you will share relevant information.

If you don’t document and share what you learn, no-one will benefit from the valuable information and enhanced understanding that every project can provide. Most importantly, your own colleagues and partners will not be able to benefit from what you have learnt. Ensure you put time aside to consider who these learnings need to be shared with and the best way of doing this. This may include workshops, training activities or distributing reports and presentations.

## CASE STUDY: Muslim Women in Sport

### 1) Define intervention purpose & rationale
- **Rationale:** Low physical activity participation amongst Muslim women due to lack of local provision tailored to meet audience’s needs
- **Purpose:** Increase local opportunities tailored for BAME women to increase participation levels
- **Approach:** Enhancing understanding of this target audience within local sport sector to improve physical activity provision

### 2) Identify measurement & evaluation priorities
- **M&E audience:** delivery team, local partners, NGBs, funder (Sport England), Bradford council
- **Key outcomes:** Improved customer experience, increased awareness of local offer, improved confidence, increase in 1 x 30 participation
- **Learning priorities:** Test effectiveness of localised approach and involvement of community leaders

### 3) Decide level of measurement & evaluation
- **Level of measurement:** Level 2
- **Independent supplier required?:** Yes (surveys)
- **Resource requirements:** Most evaluation to be conducted internally with existing resource

### 4) Select data collection methods and tools
- **Data collection methods:** Surveys & interviews
- **Data collection tools:** Volunteer logs, baseline & end-line behaviour/attitude survey, registration forms, attendance forms, case study interviews

### 5) Develop and implement measurement tools
- **Process step:** Accountability
- **Develop tools:** M&E assistant, Co-ordinators & M&E assistant
- **Collect data:** M&E assistant
- **Analyze & report:** Project manager

### 6) Reflect on learning to improve delivery
- **Key learnings:**
  - Assess venues properly to ensure suitability
  - Develop sustainability plans outlining how to maintain and measure long-term outcomes
  - Families are key to female Muslim engagement

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### National Funding and Commissioning Bodies
- **Funder (Sport England)**

### Local Commissioning and Delivery Networks
- **Bradford/Redbridge Council - Local leisure trusts and activity providers**
- **Project delivery team (MWSF) - Local community groups**

### Project Delivery Teams
- **Learnings 1 & 3**
- **Learnings 1-3**
- **Learnings 1 & 3**

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### Responsible for Communicating?
- **M&E Assistant will draft evaluation report. Final report to be sent by Project Manager**
- **Project Manager to lead facilitation of workshop - support from M&E assistant**
- **Briefing and meetings will be led by Project Manager**

### When should you deliver communication?
- **Deadline for completing Evaluation Report is Feb 20th**
- **Workshop scheduled for early March**
- **Throughout March**