

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.

REFLECTION AND LEARNING LOG	WHAT WENT WELL? AND WHY?	WHAT DIDN'T GO WELL?	WHAT COULD HAVE BEEN IMPROVED? HOW?	HOW CAN THIS LEARNING BE APPLIED?
PURPOSE, RATIONALE & SCOPE <i>Were the outcomes well defined? Was the scope clearly defined?</i>	<ul style="list-style-type: none"> Clear, achievable outcomes were identified at the outset Approach selected was appropriate and backed up by sufficient evidence 	<ul style="list-style-type: none"> Nothing identified 	<ul style="list-style-type: none"> Nothing identified 	<ul style="list-style-type: none"> N/A
GATHERING INSIGHT <i>Did we gather the insight required to successfully design & deliver the project?</i>	<ul style="list-style-type: none"> Good insight was gathered to support approach and project design, which was fundamental in achieving outcomes 	<ul style="list-style-type: none"> Nothing identified 	<ul style="list-style-type: none"> Nothing identified 	<ul style="list-style-type: none"> N/A
PROJECT PLANNING & DESIGN <i>Did we select the right approach? Was enough time & resource dedicated to planning?</i>	<ul style="list-style-type: none"> The localised, customer-centric approach proved to be very effective 	<ul style="list-style-type: none"> Nothing identified 	<ul style="list-style-type: none"> Nothing identified 	<ul style="list-style-type: none"> N/A
PROJECT DELIVERY <i>Did implementation go to plan? What challenges were encountered?</i>	<ul style="list-style-type: none"> General feedback from participants was very positive about all the activities 	<ul style="list-style-type: none"> Some activities had challenges with venues and had to move location during the course of the programme 	<ul style="list-style-type: none"> Venues could have been assessed to ensure they met requirements prior to selecting them to host activities 	<ul style="list-style-type: none"> Future projects should build in lead times for thorough checking of potential activity venues
PROJECT OUTCOMES <i>Did we achieve the intended outcomes? What challenges were encountered?</i>	<ul style="list-style-type: none"> Many outcomes were achieved with significant improvements in awareness and perception 	<ul style="list-style-type: none"> Concerns that some local providers may cease activities after support / supervision of MWSF is withdrawn 	<ul style="list-style-type: none"> More focus on sustainability could improve chances of activity providers sustaining an enhanced activity offer 	<ul style="list-style-type: none"> All future projects to include a sustainability plan that sets out how improvements will be maintained
MEASUREMENT & EVALUATION <i>Was the M&E approach fit for purpose? Did the data collection methods produce the data required?</i>	<ul style="list-style-type: none"> Baseline & endline survey managed well Registration forms helped understand who was participating (demographics) 	<ul style="list-style-type: none"> Nothing identified 	<ul style="list-style-type: none"> Nothing identified 	<ul style="list-style-type: none"> N/A
COMMUNICATION <i>Was communication between deliverers and stakeholders effective?</i>	<ul style="list-style-type: none"> Fortnightly stakeholder meetings were a good forum for discussing project progress and resolving issues 	<ul style="list-style-type: none"> Some NGB representatives were less engaged / involved than others 	<ul style="list-style-type: none"> More work up front to involve NGBs in the project may have improved their engagement 	<ul style="list-style-type: none"> Continue ongoing relationship building with key NGBs such as swimming and badminton

PROJECT SUMMARY

- 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
Collect data	Co-ordinators & M&E assist.
Collate data	M&E assistant
Analyse & 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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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.

KEY LEARNING 1 Build in sufficient lead time to find and assess local venues to ensure they can deliver on hosting requirements	KEY LEARNING 2 Projects with long-term aims require a sustainability plan outlining how to track and maintain longer term outcomes	KEY LEARNING 3 Support of families - especially parents - is critical to driving Muslim female participation	KEY LEARNING 4	KEY LEARNING 5
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	NATIONAL FUNDING AND COMMISSIONING BODIES	LOCAL COMMISSIONING AND DELIVERY NETWORKS	PROJECT DELIVERY TEAMS
Who could benefit from these learnings?	Funder (Sport England)	- Bradford/Redbridge council - Local leisure trusts and activity providers	- Project delivery team (MWSF) - Local community groups
Which key learnings are relevant?	Learnings 1 & 3	Learnings 1-3	Learnings 1 & 3
How will they be communicated?	Detailed learnings will be included within the evaluation report submitted	Lessons learnt workshop: present learnings and discuss how future projects can utilise findings	Post-project briefing and 1-to-1 reflection sessions (project team) to focus on learnings and their potential application
Who is 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

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|---------------------|-----------------------------|
| <u>Process step</u> | <u>Accountability</u> |
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