

## ToWe Project – Project Management Record of Activities

Project:	2015-1-UK01-KA201-013431
Institution:	Achieving for Children
Period:	March 2017 – August 2017

Dates	Name	Activity	Cost if Appropriate
<b>Personal study and planning:</b>			
2/03/2017 (2 days)	A McGee	Preparation & Planning for Job Shadowing week in Kingston. Finalising details with colleagues. (20-24 <sup>th</sup> March,2017)	
3/03/2017 (3 hours)	A McGee	Reading materials – researching re contribution to Book Chapter Contacting AfC settings re contributions	
10/03/2017 (1 day)	A McGee & setting colleagues	Information Packs for Job Shadowing week	
27/03/2017 (3 hours)	A McGee	Write up from Job Shadowing week	
4 /04/2017 (4 hours)	A McGee / S Reid Barker	Job Shadowing travel arrangements for AfC setting colleagues	
24/04/2017 ( 2 hours)	A McGee / E Hughes	Job Shadowing travel arrangements – my trip	
25/04/2017 (2 hours)	A McGee	Book Chapter writing	
11/06/2017 (3 hours)	A McGee	Multiplier event (ToWe Conference) planning	
<b>Finance &amp; legal arrangements:</b>			
9/03/2017 (1 hour)	A McGee / Finance Officer	Discussion with AfC Finance Officer	
22/ 05/2017 ( 1 hour)	A McGee	Submission of expenditure onto system	
2/06/2017 ( 3 hours)	A McGee	Checking expenditure on system	
July 2017 ( 2 hours)	A McGee	Emails to settings regarding spending to date, submission of receipts, etc..	
11/08/2017	A McGee / Finance Officer	Discussion with AfC Finance Officer	
August 2017 ( 2 hours)	A McGee	Emails to settings regarding spending to date, submission of receipts, etc...	

Planning & dissemination to AfC EY Service:			
13/04/2017 ( 4 hours)	A McGee	Preparation of presentation for Early Years Service Meeting	
20 /04/2017 ( 1 hour)	A McGee	Dissemination of impact of the Project within settings, feedback from Job Shadow week in Kingston & information regarding future Job Shadowing trips at Early Years Service Meeting	
28/04 /2017 (3 hours)	A McGee	Discussion with Director of Education future plans, Children's Centre Partnership Board input & preparation for session	
2/05/2017 (1 hour)	A McGee	Impact of Project & future plans shared at Children's Centre Partnership Board	
27/06/2017 (2 hours)	A McGee	Update Early Years Team Leader and discussion re Multiplier event (ToWe Conference)	
12/07/2017 ( 1 hour)	A McGee	Prepare dissemination from Job Shadowing for Children's Centre Job Group (Practitioner) meetings	
31 /08/2017 (2 hours)	A McGee	Dissemination at Centre Manager meeting	
Meetings with AfC Lead settings & related support			
1/03/2017 (3 hours)	A McGee/ K Hogarth / T Maybey/ R Lazarides / J Barber	KMBES & Heathfield. Review & planning – agree action re Job Shadowing week	
1/03/2017 (3 hours)	A McGee/ J Bunn	Moor Lane – Review & planning – agree action for Job Shadowing week	
15/03/2017 (3 hours)	A McGee / J Bunn / K Hogarth / T Maybey	Visit with Jo Bunn to KMBES CC to review Towe action taken (Snack Café, etc...) and share ideas	
17/03/2017 (5 hours)	A McGee & all	Visits to settings to check through documents to be shared and arrangements for JS week to Kingston	
7/04/2017 ( 3hours)	A McGee	Contact with settings re sharing impact material for EY Service meeting	
21/04/2017 (5 hours)	A McGee	Preparation with settings for Job shadow visits	
5/05/2017 ( 3 hours)	A McGee	Contact Jo and Kat prior to Job Shadowing to Norway	
16/05/2017 (4 hours)	A McGee / Jo Bunn / M Lane team	Reflections with Jo, plans for dissemination from Norway JS experience Moor Lane Staff Meeting – Towe overview for team	
23/05/2017 (4 hours)	A McGee / J Barber	Visit Heathfield – review of impact	
24/05/2017 ( 1 hour)	A McGee / Jo Bunn	Follow up with Jo regarding expenditure & receipts from JS in Norway	



26/05/2017 ( 3 hours)	A McGee / Rachel Lazarides	Follow up with Rachel regarding expenditure & receipts from JS in Barcelona, review of impact, together with plans to share at Centre Manager & Job Group Meetings. Discussion regarding shared contributions to Chapter 9 of book	
12/06/2017 (2 hours)	A McGee/ Susan	Meet Susan (new Deputy and ToWe lead) at Moor Lane DN re overview of ToWe & possible plans	
26/06/2017 (2 hours)	A McGee/ Susan	Moor Lane – meet Susan re IO3 & IO4 environment focus ( link to ECERS focus with EYC )	
5/07/2017 (1 day)	A McGee / Susan/ Carol	Visit Moor Lane DN – undertake ECERS audit linked to ToWe audit (Environment section)	
10/07/2017	All ToWe	FOCUS GROUP	
26/07/2017 (2 hours)	A McGee / Rachel Lazarides	Visit KMBES – meet Rachel re impact	
10/08/2017 (3 hours)	A McGee / Rachel Lazarides	ToWe finances follow up - future support for team	
<b>Update Documentation - Overview of Project &amp; report info</b>			
Mar – June 2017 ( 2 days)	A McGee	Notes of Visits, collation of information & plans	
9/05/2017 (2 hours)	A McGee / H Sutherland	Meet with Helen- reflection and future planning	
2/06/2017 (3 hours)	A McGee	Complete Overview & update	
7/06/2017 (2 hours)	A McGee / H Sutherland	Meet with Helen- reflection and future planning	
29/08 /2017 (5 hours)	A McGee	Collation of activity & time spent for Finance Report	
<b>2 days Job Shadowing</b>			
27 & 28/ 04/ 2017 (2 days)	A McGee	BARCELONA with RL & JB – Petit Escola only & Evaluation Session at University	

	A McGee / H Moody / K / HD	Norbiton review & update re AfC DN – Moor Lane involvement. HD no longer leading but Norbiton still involved. Autumn term planning – agree action	
/11/2016	A McGee / Carol	Moor Lane DN – introduction to Towe with DN Manager. Agree Lead P & outline of expectations	
24/11/2016	A McGee / K Hogarth / T Maybey / R Lazarides	Update CC Manager and agree action in relation to CDP & roles & responsibilities	
Update Documentation- Overview of Project & report info			
5/ 10/2016 (3 hours)	A McGee	Work on Progress report	
27/10/2016	A McGee	Collation of activity & time spent for Finance Report	
29/10/2016	A McGee	Finish Progress Report	
25/11/2016		Notes from Visits	