Innovative Solutions Support - Example **Project Plan**

Service Name	Example service
Name of service contact person	Jo Smith
Case ID	XXXXXXXX
Project Type	**Guided Practice**
Name of Inclusion Professional	Example IP

Project Component	When	Who	What
Use this column to describe each of the specific components of the overall project. Where multiple components occur on the same day it is helpful to break them up into the specific support types that will occur (eg: Professional Development, Coaching, Mentoring etc)	*Use this column to outline when the component will occur.* • *If known, provide dates; if specific dates are yet to be confirmed use weeks (or other description) to identify when during the project the component will occur.* • *Include the duration of the component. If known, give specific times. If specific times not known, give number of hours.*	*Use this column to identify who will participate in each component of the project (include the number of educators for each)*	*Use this column to outline what will happen in the specific project component. For PD sessions provide a brief overview of content.*
PD Session 1	Week 1 6-8pm	All staff (10)	PD session: Introduction to guiding children's behaviour, including strategies for educators to begin implementing
Coaching Session	Week 2 9am – 12pm	Koala Room educators (4)	On-the-floor coaching session to support Koala Room educators to implement strategies from PD Session 1

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Coaching Session	Week 2 1pm – 4pm	Wombat Room educators (5)	On-the-floor coaching session to support Wombat Room educators to implement strategies from PD Session 1
Mentoring Session	Week 2 4-6 pm	Leadership Team (3)	Mentoring session with Director and Room Leaders to discuss follow up from coaching sessions
Team Meeting/Mentoring Session	Week 2 6-8 pm	All staff (10)	Team meeting/mentoring session to reflect on coaching sessions and plan follow up actions
Continue to outline all components of the project	*Continue to outline for all components of the project*	*Continue to outline for all components of the project*	*Continue to outline for all components of the project*

Summary	**Project Component**	**Number of sessions/hours per session**	**Total hours**
Include a summary of all support hours in the project, broken down by Project Component	*List each type of Project Component that is included in the Project Plan above*	*Tally the total number of sessions and length of each session for each*	*Tally the total number of hours for each*
	Eg: Professional Development	Eg: 1 session at 2 hours	*Eg: 2 hours*
	Continue for each Project Component	*Continue for each Project Component*	*Continue for each Project Component*