

Setting Milestones for 2010/11

The attached draft 2010/11 Local Delivery Action Plan template(s) have been updated to reflect current performance against the milestones and allow you to input new milestones.

A section listing 'Achievements in 2009/10' has been added. Any items listed in red are not as yet complete, and the percentage completion has been marked next to them (these percentages are based on the progress reports given to the Research and Information Officers as of the beginning of February 2010). Items relating to the current quarter have Q4 marked next to them.

Incomplete milestone actions can be carried forward to 2010/11. An explanation is needed as to why the actions have not been met. An explanation will also be needed if it is decided not to carry forward these actions to the coming year.

The 2009/10 content for the 'SMART targets for Key Action', 'Expected outcome/contribution to the local and national outcome', and 'Resources' sections has also been updated to reflect performance but should be reviewed and updated for 2010/11 as necessary.

An additional section – 'Links to other Key Actions' – has been added to encourage Lead Officers to identify cross-cutting issues with other key actions.

When setting 2010/11 milestones please consider the following:-

- Ensure that the proposed milestone will make a substantial contribution to the overall Key Action.
- Milestones should be tangible with an outcome that can be identified/measured/proven.
- A wider approach should be taken to meeting the Key Action in terms of closer partnership working where appropriate.
- Milestones should feed into the SMART targets for the Key Action.
- Milestones should be realistic in terms of whether they can be achieved in the stated timescale.
- Milestones should set a target to be met in the coming period rather than an activity that is almost complete at the time of setting the milestones.
- It is also important to avoid breaking tasks/activities down to a very detailed, low level. While this may be useful in terms of planning/managing workloads it does not provide meaningful milestones. As an example: Q1 milestone – begin to draft strategy; Q2 – complete draft strategy. In this instance the Q2 milestone would be sufficient.

- Reporting to committee as a milestone – consider whether it is the reporting to committee which is the milestone or rather what is being reported on.
- Meetings as a milestone – as above; consider whether it is the meeting or the content/outcome of the meeting that is actually the milestone.
- Completion/publication of a strategy/report as a milestone – further explanation may be needed as to why this is a milestone in terms of what it adding to the overall SMART targets and/or Key Action.
- Avoid duplication. If a milestone relates to more than one Key Action this cross over should be noted in the 'Links to other Key Actions' section. The same milestone should not then be used as a milestone in any related Key Actions.
- Always link back to what the milestone is providing in terms of meeting the SMART targets and/or Key Action.