

Action	Timescales/ Milestones	Success Criteria/Target	Responsibility	Evaluation/ Monitoring	Achieved (Date)
1. Memorandum of Understanding signed and returned to QIA	13 th February 08	Signed Memorandum of Understanding returned to QIA	KAFEC Director of Operations		13 th February 08
2. Action plan completed and returned to SE Regional Representative	13 th February 08	Completed action plan returned to SE Regional Representative	KAFEC Director of Operations	Approved by Chair of KAFEC	13 th February 08
3. Complete baseline assessment on Huddle and forward to SE Regional Representative	14 th February 08	Completed baseline assessment to SE Regional Representative	KAFEC Director of Operations		14 th February 08
4. Confirm role of Project Manager and agree with KAFEC Quality and Curriculum Group Terms of Reference for the Project Manager and Sub-group	1 st March 08	Role of Project Manager agreed and Terms of Reference for Project Manager and Sub-group agreed	KAFEC Quality and Curriculum Group	Approved by Chair of KAFEC	1 st March 08
5. Identify Project Manager	1 st March 08	Project Manager identified	KAFEC Quality and Curriculum Group		1 st March 08
6. Agree sub-group of KAFEC Quality and Curriculum Group to act as Project Steering Group	1 st March 08	Sub-group agreed to act as Steering Group for the Project	KAFEC Quality and Curriculum Group / Project Manager	Approved by Chair of KAFEC	1 st March 08
7. Sub-group to agree proposed project expenditure	7 th March 08	Project expenditure agreed	Project Sub-group and Project Manager	Approved by Chair of KAFEC	7 th March 08
8. Project Update as regular agenda item for all KAFEC Quality and Curriculum Group meetings	Ongoing	Project Update included as regular item on agenda for KAFEC Quality and Curriculum Group meetings	KAFEC Director of Operations		Ongoing

9. Sub-group to agree: <ul style="list-style-type: none"> Peer review teams monitoring process procedures for sharing best practice between providers impact measures process for roll out of peer reviews across KAFEC 	14 th March 08	Peer review teams, monitoring process, procedures for sharing best practice, impact measures and process for roll out of peer reviews agreed.	Project Sub-group and Project Manager	Approved by KAFEC Quality and Curriculum Group / Chair of KAFEC	14 th March 08
10. Sub-group to develop evaluation processes looking at effectiveness of self assessment.	31 st March 08	Evaluation processes developed and agreed.	Project Sub-group and Project Manager		31 st March 08
11. Undertake first peer review	4 th April 08	Peer review undertaken	Project Manager		4 th April 08
12. Undertake second peer review	18 th April 08	Peer review undertaken	Project Manager		18 th April 08
13. Undertake third peer review	2 nd May 08	Peer review undertaken	Project Manager		2 nd May 08
14. Undertake fourth peer review	16 th May 08	Peer review undertaken	Project Manager		16 th May 08
15. Undertake fifth peer review	23 rd May 08	Peer review undertaken	Project Manager		23 rd May 08
16. Undertake sixth and final peer review	28 th May 08	Peer review undertaken	Project Manager		28 th May 08
17. All peer reviews undertaken	31 st May 08	All peer reviews undertaken	Project Manager		31 st May 08
18. QIA Evaluation Report completed	31 st May 08	Completion of QIA Evaluation Report	Project Manager		31 st May 08

19. Evaluation of reviews	31 st May 08	Evaluation of reviews undertaken and report produced	Project Manager		30 th June 08
20. Development of Peer Review Resource Pack	31 st July 08	Peer Review Resource Pack developed	Project Sub-group and Project Manager		31 st July 08
21. Roll out of good practice across KAFEC	31 st July 08	All reports compiled and good practice shared	Project Manager		31 st August 08