# Planning a Digital Champion Project

**Why is a plan important?**

A project plan is a simple way to show what needs to be done and when. It helps you and your team stay on track and might be needed by your managers or funders. A good plan makes it easier to check progress and make changes if needed. In this guide, we'll explain what to include in a plan and share an example for a small Digital Champion project.

**What to include**

A great project plan should:

1. Have a clear vision or aim (refer to our [Project Vision Template).

2. Some measurable outcomes.

3. A clear delivery timeline broken down into separate phases.

4. Be realistic about times and budget.

5. Have clearly defined roles and responsibilities.

6. Identify risk factors and how you can help mitigate these.

7. Have a sustainability plan, for continuity at the end of the project (if relevant).

8.

The detail required in your plan will depend on who you are writing it for and the requirements of your organisation, funder, collaborators or manager. You may need several different plans, one for your funder and a more detailed plan for the project delivery team.

There are some great online tools and templates that you can use to help you create a project plan, if this is something that is new to you then it is a good idea to look at examples of other plans.

Project planning templates:

- Live Plan www.liveplan.com/downloads/business-plan-template
- Go Skills www.goskills.com/Project-Management/Resources/Project-management-template-Google-Sheets

Project planning software:

- Smartsheet www.smartsheet.com/free-google-docs-budget-templates-for-google-docs-google-sheets .
- Excel spreadsheet https://create.microsoft.com/en-us/search?query=project%20plan&filters=excel.

**The process of creating a project plan**



Projects need to be adaptable, so plans need to be reviewed and updated as the project progresses. It is a good idea to keep previous versions of a plan for your reference, versions can be dated or numbered V1, V2.

**Other useful resources**

- AI prompts for project management https://promptdrive.ai/ai-prompts-project-management/
- Business Survival Toolkit https://business-survival-toolkit.co.uk/
- Business Planning Guidance, Arts Council https://www.artscouncil.org.uk/sites/default/files/download-file/Business%20Planning%20Guidance%20for%20arts%20and%20cultural%20organisations.pdf

![DU Digital Unite] **Planning a Digital Champion Project**

*Sample project plan for a simple project plan for a digital inclusion project*

**Digital Futures: Empowering residents through digital inclusion**

**Project overview:**

We want to equip residents of [Housing Organization Name] with essential digital skills to improve their employment prospects and give them improved digital skills for all aspects of their life. We will do this through the delivery of digital skills sessions run by our Digital Inclusion team supported by volunteer Digital Champions.

**Project Contacts**

| Role | Responsibilities | Contact details |
|------|------------------|-----------------|
| Project Lead | Overall coordination, reporting | |
| Digital Trainers | Deliver sessions, mentor learners | |
| Housing Officers | Identify participants, assist with outreach | |
| IT Support | Manage devices, troubleshoot tech | |
| Volunteers | Peer support, 1-to-1 mentoring | |
| Partners | Provide training venues, job search support | |

**Version history**

| Revision | Date | Reason | Created by | Signed off by |
|----------|------|--------|------------|---------------|
| 0.1 | | Initial completion of document | | |
| 0.2 | | Revisions following initial feedback | | |
| 0.3 | | Revisions following external review | | |
| 1.0 | | Final version | | |
| | | | | |

1. **Key Success Metrics**

   - 150+ residents trained

   - 70%+ improvement in digital confidence

   - 50%+ actively job searching or in work post-training

2. **Project Timeline**

**Phase 1: Planning & Setup (Months 1-3)**

**Objectives:** Establish foundation, secure resources, design curriculum, recruit and train Champions.

   - **Stakeholder engagement meetings** (internal + community partners).

   - Recruit and train first cohort of Digital Champions (Aim for 8-10 Champions per cohort).

   - Procure training devices (laptops, tablets, wifi kits).

- Identify venues (on-site hubs, libraries, partner locations).

- Design training curriculum.

- Create publicity and social media messages.

**Phase 2: Community roll out (Months 4-6)**

**Objectives:** Establish 2-3 initial digital skills sessions.

- Launch sessions.

- Hold open days and drop-in sessions.

- Enrol first cohort of learners (target: 20-40 residents)

- Review roll-out and plan for Phase 3: Get feedback from learners, Digital Champions, delivery partners and project team.

- Recruit second cohort of Digital Champions (DCs).

**Phase 3: Expansion of offer (Months 6-9)**

**Objectives:** Roll out offer to wider area.

- Identify further locations for sessions and plan roll out comms around this.

- Further DC training and celebration of successes.

- Recruit third cohort of Digital Champions.

**Phase 4: Evaluation, Reporting, & Scale Planning (Months 10–12)**

**Objectives:** Measure success and prepare for scale-up.

- Collect impact data (before/after surveys, employment outcomes).

- Write up and publish (social media and website) case studies.

- Internal stakeholder report.

- Plan Year 2 (scale or embed into housing services).

- Celebrate achievements with community event.

3. <u>**Budget and scheduling**</u>

**Total budget:**

|  | Overheads | Amount |
|---|---|---|
| Phase 1 | Recruitment of Digital Champions<br>Purchase of equipment | 25% |

| Phase 2 | Hire of venues<br>Publicity<br>Recruitment of Digital Champions | 25% |
| Phase 3 | Recruitment of Digital Champions<br>Hire of venues<br>Publicity | 25% |
| Phase 4 | Hire of venues<br>Celebration event<br>Reporting and recruitment/publicity for year 2 | 25% |

## 4. Risk register

*In the risk register you should list those areas that you are already aware of so that you can keep a particular watch on things that could cause issues in your development or delivery.*

*Likelihood – how likely is it that this could happen? Be realistic. Score low (1), medium (2), high (3)*

| Risk | Likelihood (1-3) | Mitigation actions |
| --- | --- | --- |
| Not able to recruit a suitable number of Digital Champion volunteers | 2 | Also look for some internal staff volunteers that could fill gaps |
| Project setup around venues and champions taking longer than expected | 2 | Do a softer launch with a smaller number of venues to get project rolling |
| Insufficient number of learners | 1 | Expand advertising and open up sessions to non-residents |

## Sustainability and scaling up

*Think about things that might need to be planned for or monitored so you can decide how viable it is to continue the project into subsequent years.*

## Additional comments

*Any other information that might be useful.*