

## Appendix D MILESTONE DATES and RESOURCES

Milestone	Start Date	Completion Date
Initiation Stage	1 November 2016	Ongoing (planned end: 28 February 2017)
Project final sign off by BCC Cabinet	February 2017	February 2017
Partnership contracts signed	15 February 2017	28 February 2017
Subsidiary Contract signed with the European Commission	End of February 2017	End of February 17
Establishment of Project Steering Group (top tier governance) and second tier governance (integrated support operational group; employer group)	15 March 2017	31 October 2019
Project delivery commences	1 March 2017	31 October 2019
Communication strategy developed and communication package delivered	11 January 2016	31 October 2019
Start-up activities	1 November 2016	31 May 2017
Publications	1 November 2016	31 October 2019
Digital activity (including use of Shareville online research and information sharing tool)	1 November 2016	31 October 2019
Public events	1 November 2016	31 October 2019

Promotional materials	1 November 2016	31 October 2019
Media relations	1 May 2019	31 October 2019
Final dissemination activity (mandatory)	1 November 2016	31 October 2019
Connections to other EU initiatives	1 November 2016	31 October 2019
<b>WP 4</b>		
Community Research Training: Unlocking Innovation in Sustainable Urban Development for Deprived Communities	1 November 2016	31 October 2019
Recruitment of Community Researchers (CRs), Community Ambassadors, staff and PhD students	13 November 2016	31 October 2017
Community Researcher Training and Support Development: resource building for poor communities to increase resilience and to maximise co-production of social and economic innovation.	1 March 2017	31 October 2019
Action and Community Research: we do not see this as just 'research', all actions lead to a mechanism that affects change. The process of gathering data and making connections is a process of change.	26 April 2017	31 October 2019
Evaluation and innovation development	1 May 2017	31 October 2019
Embedding CR and pedagogic approach to USE-IT! in HE and University Sector	1 November 2016	31 October 2019

<b>WP 5</b> Matching job skills in the community with demand	10 December 2016	31 October 2019
Workforce skills shortage analysis and evaluation	15 December 2016	31 October 2019
Community skills mapping	10 December 2016	30 June 2017
New Arrival Support Programme (individuals with the right to work)	1 January 2017	31 October 2019
Mentoring Service	1 January 2017	31 October 2019
<b>WP 6</b> Social Enterprise and Social Production	1 January 2017	31 October 2019
Development of USE-IT! Network and online networking platform	1 January 2017	30 September 2019
Engagement and Market Development	1 January 2017	30 September 2019
Social Enterprise Propeller [SEP] business support programmes	1 January 2017	31 October 2019
Access to employment through social enterprise	1 January 2017	31 October 2019
Business mentors and coaches programme	1 January 2017	30 September 2019
<b>WP 7</b> Understanding and strengthening community assets and finance	13 December 2016	31 October 2019

Baseline analysis of existing community capital assets and finance going into the community. This will also inform the work of other WPs.	13 December 2016	31 March 2017
Analysis and recommendations of potential forms of innovative finance, schemes or investment	1 February 2017	31 October 2019
Access to micro-finance and social investment for social enterprise	1 January 2017	31 October 2019
<b>WP 8</b> Closure and knowledge transfer	1 November 2019	31 October 2020
Transfer of knowledge activities	1 November 2019	31 October 2020
Administrative closure	1 November 2019	1 February 2020
Financial closure	1 November 2019	1 February 2020
Sharing lessons learnt and transfer	1 November 2019	31 October 2020
Project wind down and closure	October 2019	October 2019

## STATEMENT OF RESOURCES REQUIRED

<b>People</b>	Project Sponsor Project Manager BCC USE-IT! Contract Manager and Partnership Manager supported by Finance Officer - through deployment of some existing posts as match funding and the use of the M&A income element of the project to underpin other existing salaries and grow capacity through the funding of fixed term post and/or secondments. Legal Services Finance Officers Corporate Procurement BCC's Employment Team representative(s) – collaboration within other programmes/streams of funding (i.e. YEI) aligning activities and allowing for cross-referrals
<b>Equipment</b>	Standard equipment e.g. laptops, issued to officers and members of Birmingham City Council staff. Camera for publicity reasons.

### PROGRAMME TEAM

Contract Manager, 1 FTE, European and International Affairs (also directly co-managing WP7)

Partnership Manager, 0.3 FTE, Head of Ladywood District, Place Directorate

Finance Officer, 0.7 FTE, European and International Affairs