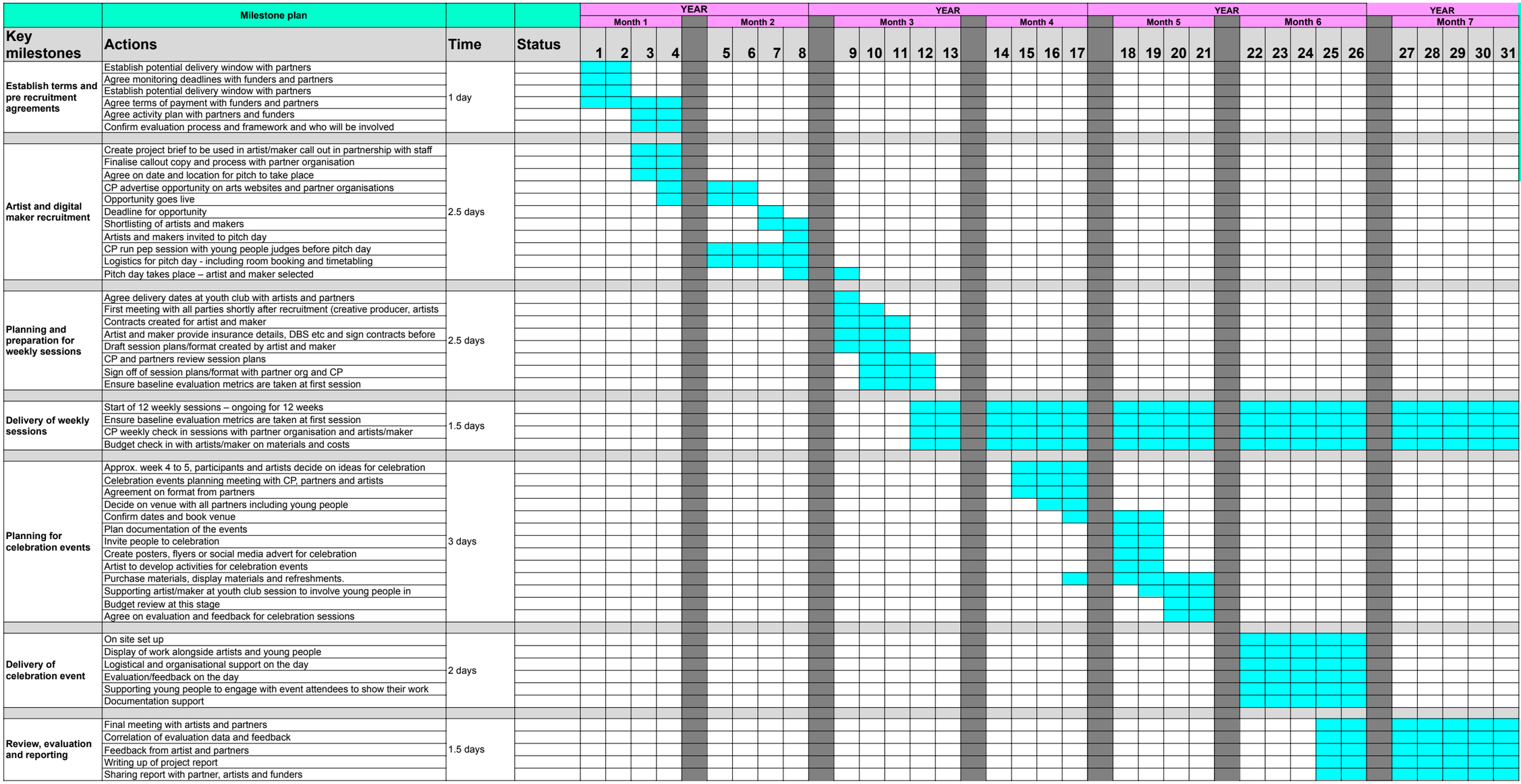
HELI ARTS

EXAMPLE milestone plan

Key milestones	Actions	Time	Status
Establish terms and pre recruitment agreements	Establish potential delivery window with partners	1 day	
	Agree monitoring deadlines with funders and partners		
	Establish potential delivery window with partners		
	Agree terms of payment with funders and partners		
	Agree activity plan with partners and funders		
	Confirm evaluation process and framework and who will be involved		
Artist and digital maker recruitment	Create project brief to be used in artist/maker call out in partnership with staff	2.5 days	
	Finalise callout copy and process with partner organisation		
	Agree on date and location for pitch to take place		
	CP advertise opportunity on arts websites and partner organisations		
	Opportunity goes live		
	Deadline for opportunity		
	Shortlisting of artists and makers		
	Artists and makers invited to pitch day		
	CP run pep session with young people judges before pitch day		
	Logistics for pitch day - including room booking and timetabling		
	Pitch day takes place – artist and maker selected		
Planning and preparation for weekly sessions	Agree delivery dates at youth club with artists and partners	2.5 days	
	First meeting with all parties shortly after recruitment (creative producer, artists		
	Contracts created for artist and maker		
	Artist and maker provide insurance details, DBS etc and sign contracts before		
	Draft session plans/format created by artist and maker		
	CP and partners review session plans		
	Sign off of session plans/format with partner org and CP		
	Ensure baseline evaluation metrics are taken at first session		
Delivery of weekly sessions	Start of 12 weekly sessions – ongoing for 12 weeks	1.5 days	
	Ensure baseline evaluation metrics are taken at first session		
	CP weekly check in sessions with partner organisation and artists/maker		
	Budget check in with artists/maker on materials and costs		
Planning for celebration events	Approx. week 4 to 5, participants and artists decide on ideas for celebration	3 days	
	Celebration events planning meeting with CP, partners and artists		
	Agreement on format from partners		
	Decide on venue with all partners including young people		
	Confirm dates and book venue		
	Plan documentation of the events		
	Invite people to celebration		
	Create posters, flyers or social media advert for celebration		
	Artist to develop activities for celebration events		
	Purchase materials, display materials and refreshments.		
	Supporting artist/maker at youth club session to involve young people in		
	Budget review at this stage		
	Agree on evaluation and feedback for celebration sessions		
Delivery of celebration event	On site set up	2 days	
	Display of work alongside artists and young people		
	Logistical and organisational support on the day		
	Evaluation/feedback on the day		
	Supporting young people to engage with event attendees to show their work		
	Documentation support		
Review, evaluation and reporting	Final meeting with artists and partners	1.5 days	
	Correlation of evaluation data and feedback		
	Feedback from artist and partners		
	Writing up of project report		
	Sharing report with partner, artists and funders		



Please note the time scale used is to illustrate a sequence of actions. The true time scale would be dependant on project time limits, workload and other factors.