

### **3. PROJECT TEAM**

3.1 The individual proposed for the assignment would be Brian Stratford, a self-employed business consultant based in Belfast, Northern Ireland.

3.2 Brian has worked extensively with both the further education and small business sectors in Northern Ireland allowing him to build up a good understanding of these sectors and the issues they face. This included three years working for a Local Enterprise Agency managing programmes and delivering training and business advice to local businesses and three years employed by a local authority providing information, research and advisory support to SME's.

3.3 Brian has undertaken the evaluation of a number of Projects where the focus has been on providing support to individuals considering self-employment or to better utilise skills or resources that they already possess. This has included:

- Evaluation of the EU CESSIT Grundtvig Multilateral Project developing materials and resources for trainers that encourages the greater use of creativity and innovation in the delivery of training to social excluded adults in further and higher education.
- Evaluation of the EU Women Transfer of Innovation Programme funded under the Leonardo da Vinci Lifelong Learning programme. This Project has sought to develop training materials aimed at potential female entrepreneurs and make these materials available in 8 languages on an e-learning platform.
- Evaluation of the Creating Enterprise Programme aimed at encouraging individuals that have a creative talent to consider starting up their own business or to grow their existing business.
- Evaluation of the 'Through the Glass Ceiling' training programme aimed at providing women returners with the skills required to find employment or set up their own business after a period out of employment. This programme was delivered by South Eastern Regional College.
- Preparation of quality assurance procedures for programmes delivered to support long-term unemployed individuals back into work or part-time education on behalf of South West College.

3.4 Brian's experience lies in information provision, business advice and mentoring, evaluation and analysis, research, business development and quality management systems. Brian has a B.A (Hons) in Modern History from Queens University, Belfast and a Masters in Business Administration (specialism in Economic Development) from the University of Ulster.

A full C.V. is provided in Appendix 1.

**4. PROJECT TIMETABLE**

4.1 The proposed timescale for completing the assignment is by the end of September 2013, although this can be adjusted based on the requirements of the client. Guided by this, I would propose the following outputs to be carried out by the external evaluator, with an indication of the likely timing for each and the total days required to complete each element. The exact details for this would be agreed with the Project Coordinator and Internal Evaluator.

<b>Element</b>	<b>Likely Timescale</b>	<b>Total Days required</b>
Project Initiation meeting	March 2012	¼ Day
Desk Research of Project materials	April 2012	1 Day
Questionnaire survey to establish baseline information on Project from Partners	April 2012	1 Day
Project Management Meeting to plan for Edinburgh meeting	May 2012	¼ Day
Partner Meeting in Edinburgh, including presenting findings from survey above	May 2012	2 Days
Feedback on Research and Needs Analysis Report	May 2012	1 Day
Project Management Meeting to plan for the Interim Evaluation reports and agree Edinburgh meeting internal quality report	June 2012	¼ Day
Questionnaire survey on project progress with partners to inform interim report	Sept 2012	1 Day
Interim External Evaluation Report	Sept 2012	3 Days
Feedback on Training Materials and Course Framework	October 2012	1½ Days
Project Management Meeting to review feedback to interim reports and prepare second internal quality report	October 2012	¼ Day
Feedback on Implementation Strategy	January 2013	½ Day
Project Management Meeting to review progress towards implementation	Feb 2013	¼ Day
Feedback on Reports for test runs of materials	May 2013	1 Day

<b>Element (contd.)</b>	<b>Likely Timescale</b>	<b>Total Days required</b>
Project Management Meeting to review results of the test runs	May 2013	¼ Day
Project Management Meeting to plan for the Final Evaluation reports and prepare third and final internal quality report	July 2013	½ Day
Questionnaire survey/Skype interviews to inform final external evaluation report	August 2013	1 Day
Final External Evaluation Report	October 2013	4 Days

- 4.2 All of the Project Management meetings detailed above would be with the internal evaluator, with the Project Coordinator available through Skype as required.
- 4.3 The elements have been identified based on the assumption that a number of the Project Outputs have already been completed and therefore it will not be possible to provide feedback on them. This will include the Guideline and Methodology document for the Needs Analysis, Dissemination Strategy and Quality Assurance Plan.
- 4.4 The provision of days for the questionnaire surveys is based on the preparation of the survey, carrying out the survey and writing up of the results.