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| **Target** | **Action** | **Timeframe** | **Persons responsible** | **Success Criteria** | **Review** |
| CommunicationMove to 100% Outlook use among staff once a day | 1. Survey staff to identify who isn’t using it and target these
2. Move to all computers having Office.com (& vsware possibly) opening up on boot
 | 1. May
2. November
 | 1. Maureen to lead on survey in consultation with ICT committee
2. Daniel to email Fergus to email Tony regarding computers
 | Survey at the end of the academic year to include question about usage. 100% positive response rate to question: “Do you log onto outlook to check your email daily?” or similar |  |
| Teams Move towards 50% logging onto teams once a week65% students logging onto teams once a week  | 1. Survey staff and students to target non-users
2. Further question staff regarding – time / access to devices as barrier
3. Continue to deliver training
4. Deal with currently known barriers
 | 1. November
2. November
3. All year
4. October
 | 1. Maureen to lead on survey in consultation with ICT committee
2. Maureen to lead on survey in consultation with ICT committee
3. All members of ICT committee
* Contact VSware - Daniel
* PMEs via Daniel
 | Survey at the end of the academic year to include question about usage. 50% positive response rate to question “Do you log onto teams at least once a week?” or similar |  |
| TeamsMove to 40% of staff using specific use of teams for teaching and learning | 1. Survey staff to find out what aspects they want training on to help teaching and learning
2. Continued training based on questionnaire
3. Paired system where Digital leaders / ICT committee are paired with another member of staff who trains them. Cascade this down to staff
 | 1. November
2. All year
3. Start by November
 | 1. Maureen to lead on survey in consultation with ICT committee
2. All members of ICT committee
3. All members of ICT committee and Maureen
 | Survey at the end of the academic year to include question about usage. 40% positive response rate to question “Has your use of teams contributed positively to teaching and learning this year?” |  |