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| **Target** | **Action** | **Timeframe** | **Persons responsible** | **Success Criteria** | **Review** |
| Communication  Move 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 week  65% 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 |  |
| Teams  Move 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?” |  |