



# 1. Peer Workforce Plan

## Project Purpose

The purpose of implementing a Peer Workforce Plan as a significant workforce project for your organisation can be defined by working through your *Define your Purpose Worksheet*. This will help you establish what your objectives are and what you hope to achieve in the long term through implementing a peer workforce.

## Project Scope Statement

This statement includes a summary of what you have discovered in your *Scoping Planner Worksheet* – what is in scope and what is out of scope. This will be informed by assumptions, constraints and risks.

## Project Outcomes

Based on your *Scoping Planner Worksheet* what are the key outcomes you are expecting from implementing your Peer Workforce Plan?

## Stakeholders

Based on your *Scoping Planner Worksheet* who are the stakeholders that are critical to the success of your Peer Workforce Plan?



### Organisational Readiness

Based on working through the *Readiness Checklist and the Peer Work Values and Principles Info Sheet* assess your organisations readiness and the actions that need to take place to place to become ready to implement a peer workforce.

Action Required	Stakeholder Responsible	Dependencies	Timeline	Next Steps

### Critical Success Factors

Based on your PESTLE and SWOT analyses capture what you see as the critical success factors to your Peer Workforce Plan



### Stakeholder Engagement

Define stakeholders and the level of engagement required for each. Then identify engagement activities suitable for their requirements.

Stakeholders that will:	Stakeholder names	Engagement activities	Level of involvement in the Plan	People responsible	Timelines	Next steps
Inform						
Consult						
Involve						
Collaborate						
Empower						





## Recruitment Timeline

As you define your peer workforce requirements and approach schedule the recruitment activity below to ensure that you are working to a plan.

Recruitment Step	Timeframe	Process and responsibility	Date completed/by whom
Develop selection criteria			
Prepare position description and advertisement			
Advertise Position			
Position closing date			
Finalise shortlist of candidates for interview			
Interview			
Appoint Candidate			
Offer accepted			
Start date			



### Managing and Developing your Peer Workforce

The success of your peer workforce is largely dependent on how well you manage your peer workers' performance and support them in their roles and career development. Based on the work you have done with regards to working with your peer workers on their performance review and development plans, capture the important elements that you need to schedule to ensure you regularly make the time for performance management and review.

Recruitment Step	Mid-year review date	Final review date	Status	Required actions
Peer Worker				
Role				
Training and development				



### Plan evaluation and monitoring schedule

Once you decide how best to stage your program of monitoring and evaluation activities, input your schedule in the monitoring and evaluation timetable below.

Monitoring activity	Timeframe	Process and responsibility	Date completed/by whom

Remember to Update your Plan!

*This resource in the Employer's guide to implementing a peer workforce is supported by the Mental Health Commission of New South Wales.*

