Part 4: Review

Reviewing your Action Plan

Along with checking your progress while you are implementing your Action Plan, you can review your progress in other ways, including:

- documenting your achievements
- reflecting on what you have learned, including new skills you have gained
- considering what worked well
- considering what didn’t work well, or as well as you hoped, and considering why this might be
- deciding what could be done next (this may form the basis of your next Action Plan)
- involving families and other key people in the review process.

Some ideas for documenting and sharing progress include taking photos and displaying your achievements on posters. You could also write your thoughts in the table below.

<table>
<thead>
<tr>
<th>WHAT WORKED?</th>
<th>WHAT DIDN’T WORK WELL? WHAT COULD HAVE WORKED BETTER?</th>
<th>WHAT COULD BE DONE NEXT? WHAT COULD BE DONE DIFFERENTLY?</th>
</tr>
</thead>
</table>

It is important to take time to celebrate how your service has developed and share your achievements with all staff and families.

Summary

By now you will have:

- reviewed your first Action Plan
- thought about what worked and what didn’t work
- started to think about putting together a new Action Plan.
What’s next?

Congratulations. You have now completed your first KidsMatter Early Childhood ‘Plan-Do-Review’ cycle for this Component. This is a good time to think about where you would like to head next. This means beginning a new planning stage involving:

- assessing your new current situation
- setting new goals
- forming a new Action Plan.

Turn to the flow chart on p. 3 to see where to go to next.

Implementing KidsMatter Early Childhood is a process of continuous improvement, and it is always helpful to review your progress along the way. Don’t forget to check the website for updates and keep in touch with your Facilitator, who can share stories from other services to give you some new ideas.

Remember to make some time to review the plans you make under each Component. When you move onto a new Component the focus of your planning will shift, but the changes you made under previous plans will continue. When you have completed a planning cycle for all four Components, you can establish a regular schedule of review for all the plans you have made.
# Goal evaluation sheet

<table>
<thead>
<tr>
<th>GOAL</th>
<th>WAS GOAL ACHIEVED?</th>
<th>IF NOT, WHAT PREVENTED THIS?</th>
<th>WILL WE CONTINUE WORKING ON THIS GOAL?</th>
<th>CHANGES TO IMPLEMENTATION</th>
<th>OTHER COMMENTS</th>
</tr>
</thead>
</table>

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