**Pulse Check Review and Action Plan**

This tool is for use in the ***Foster, Facilitate and Review***phase and the ***Review and Evolve*** phase of the CEIH partnership process.

***Use this tool to:***

* Plan actions arising from a partnership pulse check

***How to use the tool:***

* Schedule a review workshop (or meeting agenda item) with all partners to discuss priority areas identified in the partnership pulse check
* Encourage openness and participation, aiming to fully understand and appreciate cross-organisational perspectives or other points of difference
* Discuss each priority area and the positive experiences or the challenges perceived by partners
* Determine what actions should be undertaken, by whom (wherever possible by more than one partner) and by when
* Ensure that the action plan is integrated into regular partnership meetings to keep all partners informed on progress
* Check in with partners to confirm that priorities are improving
* Conduct another partnership pulse check according to schedule or when needed

Note: Relevant actions arising from the pulse check can also be included in the collaborative action plan to assist with the consolidation of actions for the partnership

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| Partnership Name |  | | |
| Organisation(s) |  | | |
| Completed by |  | Date |  |

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| --- | --- | --- | --- | --- |
| PULSE CHECK PRIORITY AREA | ACTION REQUIRED | RESPONSIBILITY | DUE DATE | STATUS |
| *e.g. goals not clearly identified* | *e.g. hold meeting to co-develop goals and update action plan* |  |  |  |
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