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**Visiting your project**

Guidance on hosting a QNI visit

The QNI wants to learn how your project works in practice and what is needed to make it run effectively. The purpose of the QNI visit is flexible but may involve all or some of the following:

* Reviewing your progress on the project against the project plan (required)
* Offering you support and guidance as required
* Meeting service users who have been supported by the project
  + Meeting colleagues and partner organisations who are involved in the project
* Promoting your project more widely within your organisation/area
* Witnessing the project in action

If you have other ideas for the QNI visit, please get in touch.

During the visit, time is required with the project team to discuss the following kinds of questions with you:

* How is your project progressing based on the implementation plan, timescales and budget?
* What have you learnt that you did not realise before?
* What does the interim report tell you about what is required moving forward?
* What level of support do you have from colleagues/team members and your manager?
* Are you allowed sufficient ‘time out’ to develop the project?
* Are there any issues impeding progress?
* Are there any concerns, pressures or issues that you want to discuss?

Please complete the attached form as soon as the site visit date has been confirmed so that travel arrangements and preparations can be made.

**Site visit**

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| Project |  |
| Date of visit |  |
| Name of project contact(s) for the visit |  |
| Mobile number(s) for contact on the day |  |
| Postal address where visit will start, including postcode |  |
| Nearest train station |  |
| Is there a taxi rank at the station?  *If not, please provide a local taxi company number* |  |
| Timings for the visit  *Start time to be agreed with QNI staff member; give times of other activities e.g. meetings with other staff, visits to patients* |  |
| Clarify format of the day  *What will happen during the visit? Do you want the QNI representative to make a presentation/meet other members of the team/visit patients or clients/attend a group meeting? Please give full details.* |  |
| Covid-19 precautions  *Please give us any information on the requirements to prevent the spread of infection and any specific instructions for the visit.*  *Please can you supply PPE if this is required.* |  |
| Additional information  *Please give any other information that will help us to prepare appropriately for the visit e.g. will external press or internal comms people be present?* |  |