

## Priority Area Template instructions

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Both your planning and reporting are done in the one document.

In questions 1, 2 and 3 we've created tick boxes to more easily identify how your priority area:

- fits in to the DoC Population Outcomes
- relates to the Neighbourhood House Strategic Framework goal areas
- the types of evidence you have to support this decision to choose this priority area.

In question 4, once you have chosen the activities that you will do that relate to the priority area that your House is working on, you just tick the ones you actually run.

In question 5, you then report the numbers that you should be able to find in your Activity Data Template, and just drop the relevant numbers into the boxes here.

In question 6, 'How well did we do it?' The measures you might choose relate to feedback from either partners or participants. You need to choose at least two measures: either two measures from partners OR you may choose two measures from participants OR one measure from partners and one measure from participants.

We have a [Partners Survey](#) and a [Participants Survey](#) with the question that you can use against the measures you've chosen. Just cut out the questions for the measures you're not using and gather responses. You wanted us to give you one question for each measure and we've done that.

In question 7, 'Is anyone better off?' you need to choose at least one measure for each priority area. When collecting data about the priority area use the Participant Survey questions to gather responses. Again just cut it down to suit the measures you've chosen i.e. delete the questions that aren't relevant.

You don't have to use the questions here to get the responses against the measures BUT they are here off the shelf ready to be adapted if you don't have your own questions that you wish to ask.

Question 8 is where you describe overall the work the house did, and a case study of the impact.

Question 9 is optional and is your chance to reflect on what you've learnt as a House through this priority area work.