

**Managing Sickness Absence in  
SMEs\_Kingston University Enterprises  
Ltd  
Management Plan**

	<b>Deadline</b>	<b>Start date</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>
<b>Project management</b>										
Set up meeting with QAG and project management team to agree scope and evaluation plan	10.08.19	01.08.19	[Task active from August to October]							
Confirm steering group membership	16.08.19	01.08.19	[Task active from August to October]							
Steering group meeting - telephone conference call	13.09.19	01.08.19	[Task active from August to October]							
Meet with web development team to discuss scope and ensure awareness of compliance and technical/ functional implications	13.09.19	01.08.19	[Task active from August to October]							
Contact organisations from Phase 2 regarding participation in Phase 3	13.09.19	01.08.19	[Task active from August to October]							
Agree final framework for enhanced toolkit and url web link with QAC	29.11.19		[Task active from November to November]							
Engage people from relevant specialisms (e.g. physiotherapy) and industry sectors (e.g. manufacturing/ Establish user-testing group (or multiple groups if condition specific groups are required following focused research)	20.12.19	01.08.19	[Task active from August to January]							
IPR log will be maintained on an ongoing basis and submitted monthly for consideration		Monthly	[Task active from August to March]							

Project management meetings will be held monthly throughout the duration of the project

Monthly



**Maintaining and Refreshing the Mental Health toolkit**

Review new resources relevant to the mental health toolkit (e.g. post-summer 2018)

27.09.19 02.09.19



Review existing content and identify changes based on the review of new resources and findings from the Phase 2 feasibility report

18.10.19 27.09.19



Compile recommendations for refresh of the Mental Health toolkit

25.10.10 18.10.19

Meet with QAG to agree the recommendations for the refresh

25.10.10

Develop new content in line with QAG recommendations

15.11.19 01.11.19



Share new content with QAG

15.11.19

Review and refresh links to ensure accuracy of the toolkit information

20.12.19 15.11.19



For user testing of refreshed toolkit - see Production and Testing for details

28.02.20



**Enhancement of Mental Health Toolkit - Focused Research**

Rapid evidence review of return to work factors specific to musculoskeletal conditions

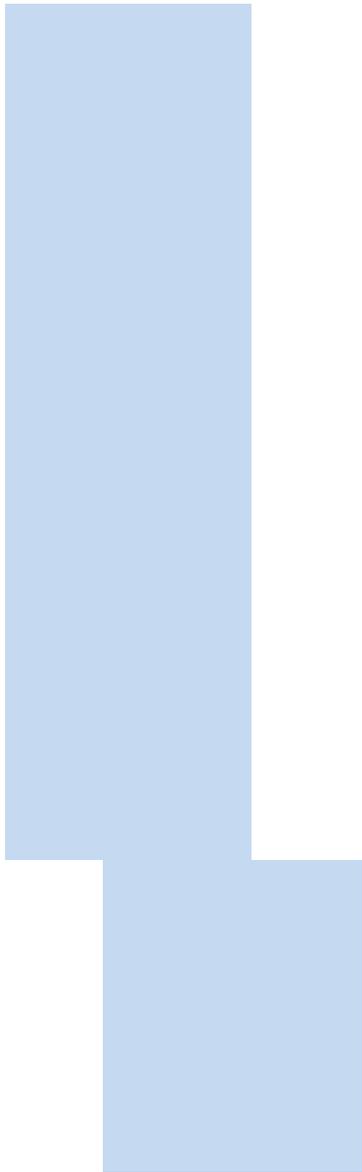
28.09.19 01.08.19



Rapid evidence review of return to work factors specific to respiratory and cardiovascular conditions

28.09.19 01.08.19

Rapid evidence review of return to work factors specific to visual and hearing impairment	28.09.19	01.08.19
Rapid evidence review of return to work factors specific to cancer	28.09.19	01.08.19
Rapid evidence review of return to work factors specific to physical injuries caused by workplace accidents	28.09.19	01.08.19
Review of practical resources to support return to work following musculoskeletal conditions	28.09.19	01.08.19
Review of practical resources to support return to work following respiratory and cardiovascular conditions	28.09.19	01.08.19
Review of practical resources to support return to work following visual and hearing impairment	28.09.19	01.08.19
Review of practical resources to support return to work following cancer	28.09.19	01.08.19
Review of practical resources to support return to work following physical injuries caused by workplace accidents	28.09.19	01.08.19
Short interviews with 10 SME leaders/ owners to identify similarities/ differences in experience in supporting employees back to work	20.10.19	06.09.19
Short interviews with 5 OH/ Allied professionals to identify similarities/ differences in experience in supporting employees back to work	20.10.19	06.09.19



Short interviews with 5 stakeholders to identify similarities / differences in experience in supporting employees back to work

20.10.19 06.09.19

Analysis of interviews using thematic analysis to identify information relevant to return to work

16.11.19 20.10.19

Summary of findings from the reviews of evidence and practical resources, and interviews outlining recommended content for the enhanced toolkit

16.11.19

---

### **Enhancement of Mental Health Toolkit - Production and Testing**

Meeting to discuss early findings of the Focused Research and provide early indications of overarching toolkit framework

20.9.19

Meeting to discuss findings of the Focused Research with QAG and agree approach for Production and Testing

23.11.19

### **What to say and what not to say guides- Possibly one overarching plus condition specific depending on Focused Research**

Develop text for guides (possibly one overarching plus condition specific depending on group)

15.11.19 01.10.19

Share text for What to say guide with user-testing group for comment

15.11.19

Share text for What to say guide with steering group for comment

15.11.19

Share text for What to say guide with QAG for comment	15.11.19	
Synthesise feedback from user-testing group, steering group and QAG	22.11.19	15.11.19
Finalise text for What to say guide	29.11.19	22.11.19
Provide text for What to guide to web team	29.11.19	



**One-page quick view guide to the six steps - Possibly one overarching plus condition specific depending on Focused Research**

Develop text for quick view (possibly one overarching plus condition specific depending on group)	15.11.19	01.10.19
Share text for quick view with user-testing group for comment	15.11.19	
Share text for quick view guide with steering group for comment	15.11.19	
Share text for quick view with QAG for comment	15.11.19	
Synthesise feedback from user-testing group, steering group and QAG	22.11.19	15.11.19
Finalise text for quick view	29.11.19	22.11.19
Provide text for quick view to web team	29.11.19	



**Employee guides - Possibly one overarching plus condition specific depending on Focused Research**

Develop text	15.11.19	01.10.19
Share text with user-testing group(s) for comment	15.11.19	



Share text for employee with steering group for comment	15.11.19	
Share text with QAG for comment	15.11.19	
Synthesise feedback from user-testing group, steering group and QAG	22.11.19	15.11.19
Finalise text	29.11.19	22.11.19
Provide text to web team	29.11.19	



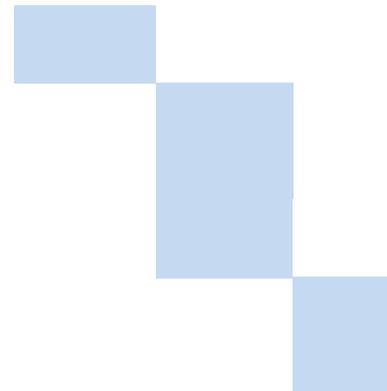
**Employer guides - Possibly one overarching plus condition specific depending on Focused Research**

Develop text	15.11.19	01.10.19
Share text with user-testing group(s) for comment	15.11.19	
Share text for employer with steering group for comment	15.11.19	
Share text with QAG for comment	15.11.19	
Synthesise feedback from user-testing group, steering group and QAG	22.11.19	15.11.19
Finalise text	29.11.19	22.11.19
Provide text to web team	29.11.19	



**Video Case studies**

Reconfirm requirements with videography and editing team	8.11.19	18.10.19
Develop format for video case studies	7.12.19	18.10.19
Identify appropriate employees and employers to contribute to the videos	21.12.19	18.10.19
Consult with user-testing group(s)	21.12.19	7.12.19
Consult with QAG	21.12.19	7.12.19
Film case studies	17.01.20	06.01.20
Edit case studies	24.01.20	18.01.20
Provide video case studies to web team	24.01.20	



**Web team to integrate new content into the enhanced toolkit**

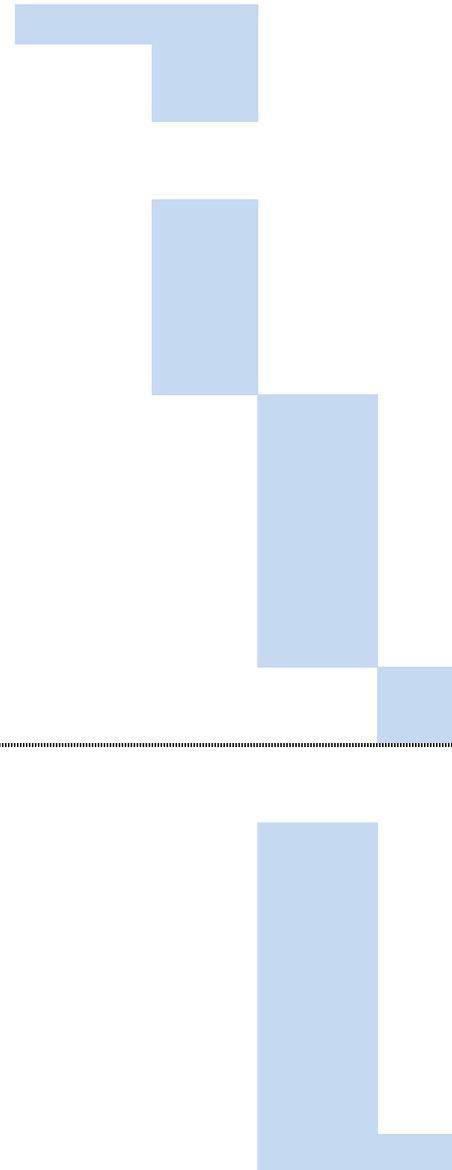
Web team to upload enhanced content 31.01.20 29.11.19  
 Project team testing to ensure readiness of user testing 31.01.20 01.01.20

**Animation**

Develop text for animation video to cover physical and psychological health issues 17.01.20 06.01.20  
 Share text for animation video with QAG for comment 25.01.20  
 Finalise text for animation 17.02.20 25.01.20  
 Liaise with provider to develop the animation 20.02.20  
 Share animation with QAG and User-testing group for comment 28.02.20  
 Synthesise feedback from QAG and user-testing group 9.03.20 28.02.20  
 Liaise with provider to develop final animation 14.03.20 09.03.20

**User testing**

Subject matter experts review of the content and functionality of the enhanced toolkit 06.03.20 31.01.20  
 User-testing group (s) to review the content and functionality of the enhanced toolkit 06.03.20 31.01.20  
 QAG review of the content and functionality of the enhanced toolkit 06.03.20 31.01.20  
 Collation and analysis of feedback 14.03.20 06.02.20



Refine toolkit materials 21.03.20 06.02.20

---

**Reporting and delivery**

Final summary report 21.03.20 06.02.20

Finalised enhanced toolkit complete 24.03.20

Presentation of findings to QAG 31.03.20

Handover of the toolkit to the Authority 31.03.20

---

