**Practice Exemplar Template**

Please use this template to structure all Practice Exemplars, providing as much relevant information as possible. **If you have any questions or would like to submit a completed template, please send via email to: BSC@gov.scot.**

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| **Name and Timescales** |
| *Initiative name*  *Is the initiative ongoing or subject to specific timescales? When was it launched?* |
| **Summary** |
| *One or two sentences briefly summarising the initiative covering:*   * *Lead organisation and partners involved* * *Theme (e.g. home safety, water safety)* * *Locality* * *Nature of Service (e.g. Home Safety Equipment Scheme;)* * *Intended users/audience* |
| **Need for Initiative** |
| *Include a brief overview of how the need was identified, as well as describing the local issue/context and rationale for specific focus of initiative.* |
| **Aims and Objectives** |
| *Outline the high level aims and objectives identified for the initiative* |
| **Delivery** |
| *Outline the process for delivery and describe how this linked to what the project was expected to achieve.* |
| **Successes and Challenges** |
| *Summary of key areas of success, as well as challenges and how these were overcome.* |
| **Impact/Change** |
| *Summary of the process in place to assess, manage and improve performance.*  *Reflections on lessons learned.* |
| **Reflections** |
| *On reflection, what are the main things that you have learned from developing and delivering this initiative and/or is there anything you would change?* |
| **Additional Information** |
| *Include any other relevant information, such as links to other website or reports.* |
| **Author and Contact Details** |
| *Contact details will be useful for any other local practitioners who wish to contact you to discuss your initiative.* |