

## TEAM MANAGER'S CHECKLIST

| Item                                                                                                                                                                                                                        | Due date                                      | Completed                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------|
| Source host organisation                                                                                                                                                                                                    | Prior to applying                             | <input type="checkbox"/> |
| Set up support team                                                                                                                                                                                                         | Prior to applying                             | <input type="checkbox"/> |
| Optional: set up team committee                                                                                                                                                                                             | Prior to applying                             | <input type="checkbox"/> |
| Identify community needs for your Knockout Health Challenge 2023                                                                                                                                                            | Prior to applying                             | <input type="checkbox"/> |
| Applications for Knockout Health Challenge 2023 OPEN                                                                                                                                                                        | 5 <sup>th</sup> June 2023                     | <input type="checkbox"/> |
| Register for drop-in session for application support                                                                                                                                                                        | Prior to 13 <sup>th</sup> June 2023           | <input type="checkbox"/> |
| Drop-in session with Deb Wilson for application support                                                                                                                                                                     | 13 <sup>th</sup> June 2023                    | <input type="checkbox"/> |
| Applications for Knockout Health Challenge 2023 close                                                                                                                                                                       | 30 <sup>th</sup> June 2023                    | <input type="checkbox"/> |
| Email received from NSW Health re application to Knockout Health Challenge 2023<br><br>(Note: Team Managers may set up a feedback meeting with NSW Health to discuss their applications for Knockout Health Challenge 2023) | 10 <sup>th</sup> -14 <sup>th</sup> July 2023  | <input type="checkbox"/> |
| Host Organisations sign contract with NSW Health and submit first invoice for \$4,950 (to be transferred to Host Organisation)                                                                                              | 17 <sup>th</sup> – 21 <sup>st</sup> July 2023 | <input type="checkbox"/> |
| Attend pre-challenge meeting for Team Managers                                                                                                                                                                              | 2 <sup>nd</sup> August 2023                   | <input type="checkbox"/> |
| Knockout Health Challenge 2023 BEGINS                                                                                                                                                                                       | 7 <sup>th</sup> August 2023                   | <input type="checkbox"/> |
| Attend Team Manager Meeting one                                                                                                                                                                                             | 16 <sup>th</sup> August 2023                  | <input type="checkbox"/> |
| Attend Team Manager Meeting two                                                                                                                                                                                             | 30 <sup>th</sup> August 2023                  | <input type="checkbox"/> |
| Attend Team Manager Meeting three                                                                                                                                                                                           | 13 <sup>th</sup> September 2023               | <input type="checkbox"/> |
| Mid Program Report sent to NSW Health (5-week report)                                                                                                                                                                       | 15 <sup>th</sup> September 2023               | <input type="checkbox"/> |
| Attend Team Manager Meeting four                                                                                                                                                                                            | 27 <sup>th</sup> September 2023               | <input type="checkbox"/> |
| Attend Team Manager Meeting five                                                                                                                                                                                            | 11 <sup>th</sup> October 2023                 | <input type="checkbox"/> |
| Knockout Health Challenge 2023 ENDS                                                                                                                                                                                         | 13 <sup>th</sup> October 2023                 | <input type="checkbox"/> |
| Yarning circles completed with selected teams<br><br>(Note: Teams will be contacted during the 10-week challenge period.)                                                                                                   | TBC                                           | <input type="checkbox"/> |
| Final Report sent to NSW Health                                                                                                                                                                                             | 20 <sup>th</sup> October 2023                 | <input type="checkbox"/> |
| Attend post challenge Team Manager meeting                                                                                                                                                                                  | 25 <sup>th</sup> October 2023                 | <input type="checkbox"/> |
| Final invoice (\$50) and expenditure report submitted by Host Organisation                                                                                                                                                  | 3 <sup>rd</sup> November 2023                 | <input type="checkbox"/> |