

## Process Mapping Tool

### Documentation of the coaching process within the local authorities

<b>Name of local authority</b>	<i>Insert name</i>				
<b>Name and position of the staff with whom you have collaborated</b>	<i>You can mention several persons</i>				
<b>Context analysis from Project Description</b>	<b>Motivation to participate in the EVARS project</b>	<b>Goal Description</b>	<b>Decisions</b>	<b>Interventions</b>	<b>Actual Results</b>
<p><i>The objective of the EVARS project is to create a win-win situation within the collaboration between local authorities and seniors volunteers. To create a win-win situation, one of the hypothesis in the project, is that local authorities should have a more strategic approach toward the collaboration with senior volunteers. The coaching process within the EVARS project has as objective to assist the local authorities to obtain this strategic approach.</i></p>	<p><i>Describe the motivation for the local authority to participate in the EVARS project</i></p>	<p><i>Before starting the piloting phase, describe the results that the local authority expects to obtain through the participation of the EVARS project</i></p>	<p><i>Describe the (strategic) decisions that are taken within the local authority to reach the expected results and work in practice with the senior volunteers</i></p>	<p><i>Describe the process that took place on a strategic and / or administrative level within the local authorities while participating in the EVARS project</i></p>	<p><i>Describe the actual results that the local authority reached</i></p>
		<p><i>Short term (within the project period)</i></p> <p><i>E.g. do they want to make a strategy, appoint somebody to be “volunteer co-ordinator” or do they want to adopt the training course from EVARS as a “mainstreamed” activity</i></p>			<p><i>Short term (within the project period)</i></p> <p><i>E.g. did the local authority take initiative to develop a strategy, appoint somebody to be “volunteer co-ordinator” or has the training course from EVARS been adopted as an activity they want</i></p>

					<i>to continue</i>
		<i>Medium term (beyond the project period)</i>			<i>Medium term (the local authorities are invited to work with the process mapping tool as a steering tool beyond the project period)</i>
		<i>Not obligatory but recommended if possible</i>			
		<i>Long term (beyond the project period)</i>			<i>Long term (the local authorities are invited to work with the process mapping tool as a steering tool beyond the project period)</i>
		<i>Not obligatory but recommended if possible</i>			
<b>Values and results experienced by management and administrative level</b>	<i>Through gathering of input from management level and administrators, describe in headlines how they experience the results and how the results have an influence on the strategic process in the local authority</i>				
<b>Values and results experienced by professional practitioners</b>	<i>Through gathering of input from professional practitioners, describe in headlines how they experience the results and how the results have an influence on the daily work – close to the volunteers and the citizens</i>				
<b>Values and results experienced by elderly volunteers</b>	<i>Through gathering of input from volunteers, describe in headlines how they experience the results and the collaboration with the local authorities.</i>				
<b>Values and results experienced by other stakeholders</b>	<i>Through gathering of input from other stakeholders, such as NGOs, describe in headlines how they experience the results and the collaboration with the local authorities.</i>				