APPENDIX 2 - iESE High-level Project Plan

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Last updated: 23 May 2016

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West Sussex Building Control Business Case Development Project	t	Your transformation social enterprise			Mar	a.b.			1			Mari							lulu.			A			1	Cantamba		October					
Ref Activity	Owner	Status	Comments	07/03	14/03		04/04	11/04	18/04 2	25/04 02	2/05 09/05	16/05	23/05 30/05	06/06	6 13/06	20/06	27/06 04/07	11/07	18/07 25/0	7 01/0	8 08/08	15/08	22/08	29/08	05/09 12	2/09 19/09	9 26/09	03/10 1		0 24/10	31/10		
PM Project Set-up							-					1.0.00			10.00			1	1.00		-	10.00											
PM1 iESE confirmed as Contractor	WSBC	COMPLETE					-							_																+			
PM2 Project Kick-off meeting	iESE,PM Team	COMPLETE	8 Mar				-							+																+			
PM3 Develop Project Plan	iESE	COMPLETE	v1 created on 18 March, v2 created on 7 Apr											_																+			
PM4 Design Project Governance arrangements	iESE	COMPLETE	Document created on 18 Mar											_																+			
PM5 Confirm Project Governance arrangements PM5 confirm Project Team (ie if internal resources are available to support the project of the p			Membership and arrangements for Project Operatiosns											_																+			
dav-to-dav tasks) PM6 Create Risks & Issues Register	iESE,PM Team	COMPLETE	Group (POG) agreed on 4 Apr v1 document created on 18 Mar											_																-			
PM7 Create Communications Plan	iESE,PM Team	COMPLETE	Template provided on 18 Mar				_							_																-			
PM8 Create any other project documentation as necessary (e.g. RACI)	iESE,PM Team	COMPLETE	iESE have provided RACI template and Annual Leave				-							_																+			
PM9 Establish Project Reporting Arrangements	iESE		Chart Discussed and agreed at first POG Conf call (4 Apr)											_																			
Insert rows above	IEGE	OOMI EETE	Discussed and agreed at hist POG Con Can (4 Apr)																											_			
PR Project Reporting																																	
PR1 Identify key dates (e.g. Cabinet meetings)	PM Team	COMPLETE	Agreed that will only go to Cabinets for final approval of business case - Sep 2016																														
PR2 Nominate members of Project Board	PM Team	COMPLETE																															
PR3 Agree Project Board Terms of Reference	LAs,iESE	COMPLETE	Amendments agreed at Apr Project Board Meeting											_																			
PR4 Project Operations Group Conf Calls (Fortnightly)	PO Group		See Project Meetings List for exact dates/times																														
PR5 Project Operations Group Meetings (Monthly)	PO Group	IN PROGRESS (ON TRACK)					_							_																			
PR6 Project Board Meetings (Monthly) Insert rows above	PM Team	IN PROGRESS (ON TRACK)	as above				_							_									_										
GR Gateway Reviews							1							1																			
GR1 Gateway 1 - Alignment of Vision	Project Board	NOT STARTED (ON TRACK)	Project Board Meeting 25 May				1							1																			
GR2 Gateway 2 - Agreement of outcomes of Option Appraisal	Project Board		Project Board Meeting 29 June				1							1																			
GR3 Gateway 3 - Commitment to Preferred model (Detail)	Project Board		Project Board Meeting 27 July (This may need moving forward to enable Financials to be obtained and											1																\top			
			prepared for July)				_																										
GR4 Gateway 4 - Agreement to the outcomes of Financial Analysis	Project Board		Project Board Meeting 27 July				_																										
GR5 Gateway 5 - Agreement of Implementation Plan and Final Business Case	Project Board	NOT STARTED (ON TRACK)	Project Board Meeting 31 August				_																										
GR6 SBC Sign-off Procedures	SBC	NOT STARTED (ON TRACK)	Draft Report to DS (26 Aug), Draft Report to SLT (30 Aug), Informal Cabinet (1 Sep), P&D AG (8 Sep), Final Report to DS (13 Sep), Cabinet Meeting (22 Sep)																														
GR7 Crawley BC Sign-off Procedures	CBC	NOT STARTED (ON TRACK)	Draft Report to CMT (26 Aug), CMT Meeting (30 Aug), Cabinet Briefing (6 Sep), Draft Report to DS (12 Sep), Final Report to DS (22 Sep), Cabinet Meeting (5 Oct)																														
GR8 Arun DC Sign-off Procedures	ADC	NOT STARTED (ON TRACK)																															
GR9 Chichester DC Sign-off Procedures	CDC	NOT STARTED (ON TRACK)	Monthly Progress Reports to SLT, Progress Update to Overview and Scrutiny Committee (5 Jul), Draft Report to SLT (13 Sep), Cabinet Meeting (4 Oct)																														
GR11 Business Case and Implementation Plan approved	LAs	NOT STARTED (ON TRACK)																															
Insert row DA Data Collection and Analysis																																	
DA1 Receive baseline data from LAs	LAs	IN PROGRESS (ON TRACK)	To include: Strategy and Plans, Stakeholders, Market Conditions, Finance, Systems, HR and Staffing, Assets and Accommodation, Processes, Workload and Performance																														
DA2 Agree Baseline Data	iESE,LAs	NOT STARTED (ON TRACK)					1							1						\top			1	1						+			
Insert rows above							+							+						=									===	#			
PA Project Activities	IEOE I .	COMPLETE	10000000				-			-+				+						-			+	+				1	-	+	+		
PA1 Workshop 1 - Vision and Priorities	iESE,LAs	COMPLETE	12/05/2016, afternoon session (1-4pm)				+			+				-						+		-	+	+				1	-	+	+		
PA2 Workshop 2 - Options Appraisal	iESE,LAs		02/06/2016, afternoon session (1-4pm)				-			-	_			-						+			-	-				1		-			
PA3 Workshop 3 - Preferred Option Modelling	iESE,LAs		07/07/2016, afternoon session (1-4pm)				-			-	_			+						+			-	-				1		-			
PA4 Desktop Exercise - Financial Analysis of Preferred Option	iESE,LAs	NOT STARTED (ON TRACK)					-			-	_			+														1		-			
PA5 Desktop Exercise - Future/Transitional State Modelling	iESE,LAs iESE,LAs	NOT STARTED (ON TRACK) NOT STARTED (ON TRACK)					-			-	_			+														1		-			
PA6 Desktop Exercise - Set-up and Planning Insert rox	IEOE,LAS	NOT STARTED (ON TRACK)					+																						<u>=</u>	\pm			
BC Business Case Development																																	
BC1 Executive Summary	iESE	NOT STARTED (ON TRACK)																															
BC2 Stage 1: Vision	iESE	IN PROGRESS (ON TRACK)																															
BC3 Stage 2: Options Appraisal	iESE	NOT STARTED (ON TRACK)																															
BC4 Stage 3: Preferred Option	iESE	NOT STARTED (ON TRACK)																															
BC5 Stage 4: Financial Analysis	iESE	NOT STARTED (ON TRACK)																															
BC6 Stage 5: Set-up and Planning	iESE	NOT STARTED (ON TRACK)																															
BC7 Appendices	iESE	NOT STARTED (ON TRACK)					_							4_																			
BC8 Combined Document	iESE	NOT STARTED (ON TRACK)					_																										
Insert rows above								\perp																									

West Sussex Building Control Business Case Development Project

Formai Authority Approval Procedures and Timelines

Sussex Building Control

Friday 26 August Draft Report to Democratic Services

Tuesday 30 August Draft report considered by SLT (CL on leave)

Thursday 1 Sept Informal Cabinet

Thursday 8 Sept Planning & Development Advisory Group

Tuesday 13 Sept Final Report to Democratic Services

Thursday 22 Sept Cabinet Meeting

Crawley

Friday 26 August Draft Report to CMT Draft Report to CMT (26 Aug), CMT Meeting (30 Aug),

Cabinet Briefing (6 Sep), Draft Report to DS (12 Sep),

Final Report to DS (22 Sep), Cabinet Meeting (5 Oct)

Tuesday 30 August Draft report considered by CMT (PB on leave)

Tuesday 6 Sept Cabinet briefing (PB on leave)

Tuesday 12 Sept Draft Report to Democratic Services
Thursday 22 Sept Final report to Democratic Services

Wednesday 5th October Cabinet Meeting

Arun

Chichester

June Monthly Report to SLT

Tuesday 5 July Progress Report to Overview and Scrutiny Committee

July Monthly Report to SLT
August Monthly Report to SLT
September Monthly Report to SLT
Tuesday 13 September Draft Report to SLT
Tuesday 4 October Cabinet Meeting

^{*}Possible Dates