Project Plan

Plan Activities	Activity / Milestone / Output	Start	Finish	Decision Making Body	Dec-16				Jan-17					Feb-17				Mar-17				Apr-17			
					w/c 05/12/2016	w/c 12/12/2016	w/c 19/12/2016	w/c 26/12/2016	w/c 02/01/2017	w/c 09/01/2017	w/c 16/01/2017	w/c 23/01/2017	w/c 30/01/2017	w/c 06/02/2017	w/c 13/02/2017	w/c 20/02/2017	w/c 27/02/2017	w/c 06/03/2017	w/c 13/03/2017	w/c 20/03/2017	w/c 27/03/2017	w/c 03/04/2017	w/c 10/04/2017	w/c 17/04/2017	w/c 24/04/2017
PROJECT DELIVERY																									
PHASE 1: PROCUREMENT PREPARATION																									
Full Business Case and Procurement Strategy																									
Production of Business Case and Procurement Strategy	A	07/12/2016	14/12/2016																						
Programme Board sign off	MS	14/12/2016	14/12/2016	Programme Board																					
Cabinet Decision (1)																									
Cabinet Meeting	MS	11/01/2017	11/01/2017	Cabinet																					
Call-in Contingency	A	11/01/2017	31/01/2017																						
Communications																									
Touch point (1) - Cabinet Meeting to approve the start of the procurement project	A	Jan-17	Jan-17																						
Procurement Pack																									
Development of the Procurement Pack	A	11/01/2017	10/02/2017																						
Programme Board sign off	MS	09/02/2017	09/02/2017	Programme Board																					
PHASE 2: PROCUREMENT																									
Selection Questionnaire																									
OJEU Contract Notice and Selection Questionnaire published	MS	13/02/2017	13/02/2017																						
Bidders complete SQ	A	13/02/2017	17/03/2018																						
Clarification questions period	A	13/02/2017	03/03/2017																						
Bidders' Day	MS	27/02/2017	27/02/2017																						
SQ Submission	MS	17/03/2018	17/03/2018																						
SQ Evaluation Period	A	17/03/2017	29/03/2017																						
SQ Evaluation Report - sign off	MS	30/03/2017	30/03/2017	Programme Board																					
Issue letters to unsuccessful applicants	A	31/03/2017	31/03/2017																						
Issue letters to successful applicants	A	31/03/2017	31/03/2017																						
Cabinet Meeting																									
Update to Cabinet on SQ stage and preparation for Initial Tenders	MS	12/04/2017	12/04/2017	Cabinet - No decision required																					
Communications																									
Touch point (2) - Cabinet Meeting to update on the outcome of the SQ stage	A	Apr-17	Apr-17																						

					Apr-17		May-17					Jun-17				Jul-17					Aug-17				Sep-17				Oct-17					Nov-17	
Plan Activities	**Activity / Milestone / Output**	**Start**	**Finish**	**Decision Making Body**	w/c 17/04/2017	w/c 24/04/2017	w/c 01/05/2017	w/c 08/05/2017	w/c 15/05/2017	w/c 22/05/2017	w/c 29/05/2017	w/c 05/06/2017	w/c 12/06/2017	w/c 19/06/2017	w/c 26/06/2017	w/c 03/07/2017	w/c 10/07/2017	w/c 17/07/2017	w/c 24/07/2017	w/c 31/07/2017	w/c 07/08/2017	w/c 14/08/2017	w/c 21/08/2017	w/c 28/08/2017	w/c 04/09/2017	w/c 11/09/2017	w/c 18/09/2017	w/c 25/09/2017	w/c 02/10/2017	w/c 09/10/2017	w/c 16/10/2017	w/c 23/10/2017	w/c 30/10/2017	w/c 06/11/2017	w/c 13/11/2017
PROJECT DELIVERY																																			
Initial Tenders																																			
Issue Invitation to Submit Initial Tenders	MS	18/04/2017	18/04/2017																																
Period for ISIT development	A	18/04/2017	16/06/2017																																
Clarification questions period	A	18/04/2017	26/05/2017																																
Bidders submit Initial Tenders	MS	16/06/2017	16/06/2017																																
Evaluation Period	A	19/06/2017	07/07/2017																																
Moderation and Reporting	A	10/07/2017	14/07/2017																																
ISIT Evaluation Report and decision to award or negotiate - programme board sign off	MS	14/07/2017	14/07/2017	Programme Board																															
Cabinet Meeting																																			
Update to Cabinet on SQ stage and preparation for Initial Tenders (date to be confirmed)	MS	Jul-17	Jul-17	Cabinet - No decision required																															
Communications																																			
Touch point (3) - Cabinet Meeting to update on the outcome of the SQ stage	A	Jul-17	Jul-17																																
Negotiation																																			
ISIT - Negotiation Strategy Development	A	17/07/2017	04/08/2017																																
ISIT Decision regarding Negotiation Stage - programme board sign off	MS	04/08/2017	04/08/2017	Programme Board																															
Issue ITN letters and open Negotiation Stage	MS	07/08/2017	07/08/2017	Programme Board																															
Negotiation Period	A	07/08/2017	08/09/2017																																
Close Negotiation Stage	MS	08/09/2017	08/09/2017	Programme Board																															
Cabinet Meeting																																			
Update to Cabinet on outcome of negotiation stage and preparation for final tender stage (exact date to be confirmed)	MS	20/09/2017	20/09/2017	Cabinet - No decision required																															
Communications																																			
Touch point (4) - Cabinet Meeting to update on the outcome of the negotiation stage and approach to final tender stage	A	Sep-17	Sep-17																																
Procurement Documents Refresh																																			
ISFT document pack - refresh	A	07/08/2017	29/09/2017																																
ISFT document pack - programme board sign off	MS	29/09/2017	29/09/2017	Programme Board																															
Final Tenders																																			
Issue Invitation to Submit Final Tenders	MS	02/10/2017	02/10/2017																																
Period for ISFT development	A	02/10/2017	20/10/2017																																
Clarification questions period	A	02/10/2017	13/10/2017																																
Bidders submit Final Tenders	MS	20/10/2017	20/10/2017																																
Evaluation Period	A	23/10/2017	10/11/2017																																
Moderation and Reporting	A	13/11/2017	17/11/2017																																
ISIT Evaluation Report - programme board sign off	MS	17/11/2017	17/11/2017	Programme Board																															

					Nov-17		Dec-17				Jan-18					Feb-18				Mar-18				Apr-18					May-18				Jun-18			
Plan Activities	**Activity / Milestone / Output**	**Start**	**Finish**	**Decision Making Body**	w/c 20/11/2017	w/c 27/11/2017	w/c 04/12/2017	w/c 11/12/2017	w/c 18/12/2017	w/c 25/12/2017	w/c 01/01/2018	w/c 08/01/2018	w/c 15/01/2018	w/c 22/01/2018	w/c 29/01/2018	w/c 05/02/2018	w/c 12/02/2018	w/c 19/02/2018	w/c 26/02/2018	w/c 05/03/2018	w/c 12/03/2018	w/c 19/03/2018	w/c 26/03/2018	w/c 02/04/2018	w/c 09/04/2018	w/c 16/04/2018	w/c 23/04/2018	w/c 30/04/2018	w/c 07/05/2018	w/c 14/05/2018	w/c 21/05/2018	w/c 28/05/2018	w/c 04/06/2018	w/c 11/06/2018	w/c 18/06/2018	w/c 25/06/2018
PROJECT DELIVERY																																				
Council Governance and Cabinet Meeting	A	Nov-17	Dec-17	Cabinet																																
Contract Award and Execution	A	Dec-17	Jan-18																																	
Communications																																				
Touch point (5) - Cabinet Meeting to award contract to preferred bidder	A	Dec-17	Dec-17																																	
PHASE 3: MOBILISATION / SERVICE DELIVERY																																				
	A	Jan-18	Jun-18																																	
PHASE 4: PROJECT CLOSE																																				
Approval of Project Close Stage	MS	Jun-18	Jun-18																																	
Approval of Benefits Realisation Plan	MS	Jun-18	Jun-18																																	