MASNEPA PROJECT TIMING PLAN (NE004084)

	Updated 05/03/08 - JW.	Version 9	Dec-07					Jan-08				Feb-08				Mar-08					Apr-08				May-08				Jun-08					Jul-08				Aug-08				Sep-08					Oct-08			
	MASNEPA Project - Activity Workstreams	**Owner**	03/12/07	10/12/07	17/12/07	24/12/07	31/12/07	07/01/08	14/01/08	21/01/08	28/01/08	04/02/08	11/02/08	18/02/08	25/02/08	03/03/08	10/03/08	17/03/08	24/03/08	31/03/08	07/04/08	14/04/08	21/04/08	28/04/08	05/05/08	12/05/08	19/05/08	26/05/08	02/06/08	09/06/08	16/06/08	23/06/08	30/06/08	07/07/08	14/07/08	21/07/08	28/07/08	04/08/08	11/08/08	18/08/08	25/08/08	01/09/08	08/09/08	15/09/08	22/09/08	29/09/08	06/10/08	13/10/08	20/10/08	27/10/08
	Workstream 1 - Management & Co-ordination	**Dorothy lead supported by Josey**																																																	
1a	Extended Enterprise Board Meetings	DK			20th																																														
1b	Shape Board Meetings	IW			17th +18th			10th		25th		7th		19th		5th			26th	4th		16th		28th	7th		19th		4th			25th		9th		25th															
1c	Project Team Meetings	DK/Team	6th	13th	20th			Project Team Meetings Dates for 2008 to be confirmed																																											
1g	HoTs Meetings	DK											12th		26th		11th		25th		8th		22nd		6th		20th		3rd		17th		1st		15th		29th															
1h	ONE Board Meetings	DK							15th				papers due14th				11th					papers due 17th				13th				paper due 12th				8th							papers due 28th				23rd					
	Workstream 2 - Communications	**Bryn lead supported by Colin, Dorothy**																																																	
2a	Develop overall Communications plan identifying stakeholders, key messages and key dates	SR and sub team Now BL											update plan					Detailed drafting of Q and A			Q and A for staff finalised and issued												Announce successful bidder		Publicise contract signing															
2d	Internal communications - Cascade & Touchstone	BL													cascade																																				
	Workstream 4 - Legal/Procurement	**Dorothy lead with support from SR/AVH/JW**																																																	
4a	**Stage 1 (Contract Notice and PQQ short listing)**																																																		
4k	Evaluation of PQQ and short list	DK/ Procurement	Evaluation of PQQ and short list 24/10 to 21st of December																																																
4l	**Stage 2 (Issue invitation to participate in Competitive Dialogue)**																																																		
4n	Review of tender document and final drafting	DK/SR/Procurement	5/11 to 21 review of documentation																																																
4o	Invitation to participate in competitive dialogue. (Post tender discussion)	Procurement			Issue the IPCD 21/12																																														
	Hold Competitive Dialogue Meetings to discuss IPCD and any questions	DK/SR/AVH/JW/CH						Competitive Dialogue Meetings																																											
	Deadline for receipt of written initial proposals										1st Feb																																								
	Evaluate written initial proposals and score	DK/SR/AVH/JW/CH									1st February to 22nd February 2008				Shortlist to 3 bidders																																			
4q	Continue competitive dialogue with 3 bidders	DK/AVH/JW/CH												22nd February to 18th April 2008 (3 bidders)																																				
4r	**Stage 3 (Call for Final Tenders)**	DK																																																	
4s	Draft Final Tender Document	Procurement																		Prepare Final Tender docs																															
4t	Issue Tender	Procurement																				Issue ISFT																														
4u	Deadline for Receipt of final tender responses																										deadline for receipt of tender																								
4v	**Stage 4 (Tender Evaluation)**																																																		
4w	Evaluate tenders	DK/AVH/JW/TP																									clarification and evaluation of tenders to mid June																								
4x	Select preferred bidder	DK																														Select preferred bidder 26/05																			
4y	**Stage 5 (10 day stand still period)**	DK																															10 day alcatel																		
4aa	**Stage 6 (Contract Award)**																																	Award Contract																
4ad	Gateway Reviews 1- 4	SR/DK/JW			Gateway 2 Procurement part 2							Gateway 3 Procurement																							Gateway 4 Readiness for Service															
4ae	**Trademarking and Copyrighting NEPA logo and materials**	DK/Legal								25/01 IPO published trademark		3 month period for any objectiosn to be raised to IPO												If no objs IPO Register trademark & issue certificate																									
	Workstream 6 - Funding & Business Process	**Dorothy lead supported by JW**																																																	
6c	CPRG economic appraisal	SR/DK	Continue Options Analysis & informal discussions with BERR.	submit to CPRG			prep work for CPRG	Present to CPRG	Respond to queries from CPRG		CPRG submit to Treasury	Treasury decision anticipated to take 8 to 10 weeks												Approval from Treasury expected																									
6e	Investigate European Funding Option in particular ERDF	MC/SR/DK	Investigation					Investigation																																											
	Workstream 7 - European Funding	**Lead Dorothy supported by EK/VK & JW**																																																	
7a	Formal launch of PMC	EK											PMC 15/02/08																																					
7b	1st mtg of PEG & Approval of Open Call concept	VK														3-April PEG	Open Call starts																																		
7c	Preparation of MASNEPA funding application (ONE = applicant) incl. "additional questions template"	DK JW																Preparation of funding application																																		
7d	Open Call for for projects	VK																			Open Call for project funding applications																														
7e	ERDF Technical Appraisal	VK																									ERDF Technical Appraisal																								
7f	Revised CPRG Approval (Treasury not req'd for ERDF)	DK JW																															Date TBC																		
8	**Workstream 8 - Transition**	**Lead Colin supported by JW DK**																																																	
8a	Transition Preparation meetings	CH/JW/DK								Design 26/1		DBP 6/02			1st Draft of detailed Plan																																			
8.1	Workstream 1 - Transition Management & Co-ordination	Lead = Colin Herron													Project Review Day 25/01/08	Internal Transition Phase																		External Transition Phase														New MASNEPA Service Starts			
8.2	Workstream 2 - Customer Journey	Lead = Colin Herron																																																	
8.3	Workstream 3 - CRM / Data Transfer / Reporting	Lead = Josey Wardle																																																	
8.4	Workstream 4 - Integration of Service	Lead = Colin Herron																																																	
8.5	Workstream 5 - Stakeholders / Partnerships / Project Governance	Lead = Dorothy Kelly																																																	
8.6	Workstream 6 - Pensions & HR Issues	Lead = Gemma Boden																																																	
8.7	Workstream 7 - Financial Proposals incl KPIs																																																		