2014/15 Strategic Commissioning Review - Project Timeline

Project: Financial Vulnerability Advice and Assistance SCR

Project sponsor: Carole Mills Project lead: Bobby Lowen

♦ Welfare & Employment Support Programme Board

Executive Board Commissioning Sub-Committee

Version:v2.1 (8th July 2014)

				201	3/14		2014/15							15							2015	5/16	16					
								June						July Aug												1		1
						_		w/c		w/c	w/c	w/c		w/c w/c	w/c	w/c	w/c	w/c	Sep	Oct No	ov D	ec Ja	n Feb	Mar	Apr	May	Jun	Jul
ID	Activity	Lead	RAG	Feb	Mar	Apr	May	2nd	w/c 9th	16th	23rd	30th	w/c 7th	14th 21st	28th	w/c 4th 11th	18th	25th										
	Establish strategic commissioning review														-		-									-		
	Identify key stakeholders / organise scoping meeting	BL													-		-											
1.2	Define project / prepare project initiation document (PID)	BL													-		-						_					
1.3	Set up governance arrangements	LJ / BL													-		-						_					
	Set up Project Team	BL															-										.——	
	Develop communication plan	BL															-										.——	
1.6	Executive Board Commissioning Sub-Committee sign off	AD / BL			<u> </u>												-											
1.7	Project board sign off PID	LJ / BL				•																						
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	Analysis Phase 1: Broad appraisal of pressures / opportunities	D1 /114															+									\longrightarrow		
	Develop analysis plan	BL / LM													-		+						+					$\overline{}$
2.2	Develop engagement plan	BL / JR															+						+					$\overline{}$
	Agree analysis with Project Team	BL / LM													+		+						-					
2.4	Undertake analysis	LM						.							+		+											
2.5	Market development activity	RK													-		+					_		_				
2.6	Planning for stakeholder event	BL													+		-						_					
2.7	Stakeholder event	BL															-										.——	
2.8	Other stakeholder engagement	BL															-									\longrightarrow		\vdash
2.9	Development of further scope of review	BL							•						-		+						+					$\overline{}$
2.10	Project board review of priorities / scope	LJ / BL													-		+						+					$\overline{}$
2.11	Develop recommendations for further activity for EBCSC EBCSC progress update	LJ / BL BL													-		+									$\overline{}$		
2.12		BL													-		+									\rightarrow		
3	Analysis Phase 2: Detailed workstream analysis* Establish review workstreams	DI																										
3.1		BL / LM													+		+									\longrightarrow		
	Develop plans for further analysis	_													-		+									$\overline{}$		$\overline{}$
	Revisit engagement plan	BL / JR															+					-	-					$\overline{}$
3.4	Agree analysis plans with Project Team	BL												•			+						+					$\overline{}$
3.5	Project Board to review / sign off workstream activity	LJ / BL																								$\overline{}$		$\overline{}$
3.6	Undertake analysis	LM																					+					$\overline{}$
3.7	Planning for co-productive planning event	BL																										
	Plan																											
4.1	Co-productive stakeholder event	BL													-		-											
4.2	Other stakeholder engagement	BL													-		-						_					
4.3	Development of feedback into clear plans / options	BL													-		-						_					
4.4	Project Team to refine options	BL													-		-						_					
4.5	Consultation on options	BL													-		+					_		_				
4.6	Finalise plans	BL		ļ											1		1				_		_			,—— <u> </u>		
4.7	Completion of Equalities Impact Assessment	BL													1		1											
	Programme board to review final plan	LJ / BL													1		1						_					
4.9	EBCSC decision	AD / BL						 							1		1											
5	Do																											
	Develop implementation plan	BL															1											
5.2	Communicate review outcome	BL															1											
5.3	Undertake procurement options appraisal (if required)	BL / JP																										
5.4	Commence market development activity (if required)	RK															1											
	Develop service specifications	BL																										
5.6	Tender for external services (if required)	JP																										
5.7	Lead time for changes to services / set up (if required)	JP																										
5.8	Implementation of new model / commencement of contracts	JP																										
	Review																											
6.1	Prepare framework for evidencing review outcomes	BL																								T		

Bobby Lowen - Lead Commmissioning Manager

Liz Jones - Head of Corporate Policy
Antony Dixon - Strategic Commissioning Manager

LM Luke Murray - Insight Manager

Richard Kent - Market Development Project Officer Jo Pettifor - Strategic Procurement Manager

Meeting Dates for Approval 14/15

					2014							
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Employment & Welfare Support Programme Board (FVAA SCR Project Board)	16th		9th		11th	8th	13th	10th	8th	12th	9th	
Agenda	Approval of PID / project timeline		Approval of workstreams &			Approval of WR recommissionin						
Executive Board Commissioning Sub-Committee												
Agenda						Approval of WR recommissionin						