	12/08/2024	19/08/2024	26/08/2024	02/09/2024	09/09/2024	16/09/2024	23/09/2024	30/09/2024	07/10/2024	14/10/2024	21/10/2024	28/10/2024	04/11/2024	11/11/2024	18/11/2024	25/11/2024	02/12/2024	09/12/2024	16/12/2024	23/12/2024	30/12/2024	06/01/2025	13/01/2025	20/01/2025	27/01/2025	03/02/2025	10/02/2025	17/02/2025	24/02/2025	03/03/2025	10/03/2025	17/03/2025	24/03/2025	31/03/2025	07/04/2025	14/04/2025	21/04/2025	28/04/2025	05/05/2025	12/05/2025	19/05/2025	26/05/2025	02/06/2025	09/06/2025	16/06/2025	23/06/2025	30/06/2025	07/07/2025	14/07/2025	21/07/2025	28/07/2025	04/08/2025	11/08/2025	18/08/2025	25/08/2025	01/09/2025
Nottinghamshire County Council																																																										
Stage One: Project Planning and Governance																																																										
Contract award																																																										
Kick-off meeting																																																										
First Steering Group Meeting - agree data to collect																																																										
Data and information requests																																																										
Receive back all data, information and strategic documents																																																										
Health Needs Chapter ready																																																										
Comms plans agreed for mobilisation questionnaires																																																										
Create and sign off contractor list for map production																																																										
Maps ready																																																										
Questionnaires live																																																										
Questionnaires closed																																																										
Analyse questionnaires																																																										
Second Steering Group Meeting - Sign off data																																																										
Stage Two: PNA Development																																																										
Populate PNA template																																																										
Complete draft PNA including recommendations																																																										
Proof read and format draft PNA																																																										
Circulate draft PNA to Steering Group																																																										
Third Steering Group - Agree the draft																																																										
Finalise draft PNA following Steering Group meeting																																																										
Final proof read and format of draft PNA																																																										
Complete stakeholder consultation plan																																																										
Stage Three: Consultation																																																										
Consultation start																																																										
Consultation end																																																										
Produce consultation report																																																										
Stage Four: Final PNA Production																																																										
Produce draft final PNA from consultation report																																																										
Circulate draft Final PNA to Steering Group																																																										
Fourth Steering Group Meeting - Sign off final																																																										
Amend final PNA for feedback from Steering Group																																																										
Final proof read and format of draft PNA																																																										
Submit final PNA to local authority																																																										