

VCS Infrastructure Support Commissioning Project: Project Timetable for Quarter 4 2010 Delivery V 8.0 .03.10

Month > Activity V	2008			2009			2010												Jan-Mar						
	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May		June	July	Aug	Sep	Oct-Dec	
Scope																									Scope
Research and Project Plan																									Research and Project Plan
Establish Project Team																									Establish Project Team
Establish and run Provider Group																									Establish and run Provider Group
Review Timetable																									Review Timetable
Establish Project Board																									Establish Reference Group
Needs Analysis																									Needs Analysis
Engagement in needs analysis and service design																									Engagement in needs analysis and service design
Equalities Impact Assessment																									Equalities Impact Assessment
Draft Commissioning Strategy																									Draft Commissioning Strategy
Approval of Draft Strategy																									Approval of Draft Strategy
Consultation on Strategy & service design																									Consultation on Strategy & service design
Communication Activity																									Communication Activity
Assess Market, recommendations about purchasing																									Assess Market, recommendations about purchasing
Review Strategy																									Amendments
Develop Specifications																									Develop Specifications
Sign-off strategy																									Sign-off strategy
Cabinet Key Decision																									Cabinet Key Decision
Sign-off spec																									Sign-off spec
Provider Markets & Consortia Development																									Provider Markets & Consortia Development
PTQ/ Similar																									PTQ/ Similar
Tender/bid Preparation																									Tender/bid Preparation
Evaluation + award																									Evaluation + award
Contract negotiation and preparation																									Contract negotiation and preparation
TUPE arrangements																									
3 month notice period																									3 month notice period

New Service Starts Quarter 4

Needs Assessment engagement parallel to development of Commissioning Strategy Draft

Sign Off of final Commissioning Strategy

Key Decision to Cabinet