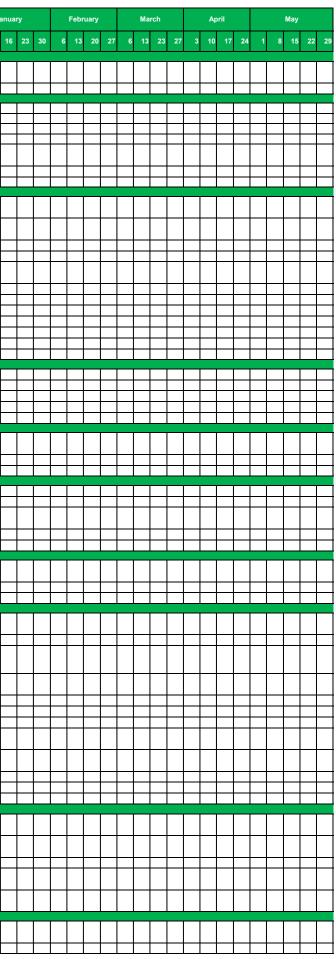


Delivering together

	Delivering together																													_	_					
Project Plan Project Title: Healthy Lifstyle																																				
	Reference (Verto):					-																														
		Oliver Haywar	ď	_																																
Ref No.	Activity Management	Resources (Initials)	Progress Status	Task Start Date	Task End Date	2016 (w/c)	Janua		Fei 1 8	oruary 15 22	29 7	March	28 4	April		29	May 16 2	23 30	Ju 6 13	ine 20 2	+	July 1 18 2	5 1	Aug 8 15	22 29	Se 5 12	pt 19 20	6 3 10	Oct 0 17	24 31	Nov 7 14 2		Dec 5 12 1	(0/0) 26 20 2012 (M(C)	2	Janua 9 16
P-01	Create Healthy Lifestyles Project																																			T
P-02	Board Project Update														+		+	+		$\vdash$							_		+			++	++	+		-
Stakeho P-03	older Engagement Stage 1 Identify key stakeholders		On Track	21/03/16	10/04/16																															<b>_</b>
P-04	Identify Project Team		On Track	21/03/16	10/04/16																															
P-05 P-06	Identify TUPE issues Identify Risks		On Track On Track	21/03/16 21/03/16	10/04/16 10/04/16		+ +								+	_	$\left  \right $	+		$\vdash$	++	++	++	+ +	++				+	+		++	++	+		
P-07	Production of commissioning		On Track	21/03/16	18/04/16																															
P-08	model and initial Category Plan Agree the commissioning model		On Track	18/04/16	24/04/16		+ +	+		++	+					-	++	+		$\vdash$	++	++	+ +	+	++	+		++	+	+		++	++	+		+
P-09	Equality Impact Assessment		On Track	21/03/16		1 E																														
P-10	Results evaluated, analysed and timescales are agreed		On Track	18/04/16	01/05/16																															
P-11	Prapare the Soft Market Testing (SMT) Document		On Track	18/04/16	01/05/16																															
P-12	Issue PIN		On Track	02/05/16	02/05/16																											##				
P-13	Issue SMT Document Consult other stakeholders -		On Track	02/05/16	05/06/16		+	+		++	+		+	++						$\vdash$	++	++	+	+	+			++	+	+		++	++	+	$\vdash$	+
P-14	Councillors/Cabinet Member		On Track	02/05/16	05/06/16																															
P-15 P-16	Consult with Service Users Consult with GP's		On Track On Track	02/05/16 02/05/16	05/06/16 05/06/16		+ $+$	+		+	+		+ $+$ $-$	++	┼┼						++	++	++	+	+	+		+ $+$ $-$	+ $+$	+	++	++	++	+	┝┤	+
P-17	Consult with Operations/Staff		On Track	02/05/16	05/06/16																															
P-18 P-19	Consult with Providers Consult with Performance Team		On Track On Track	02/05/16 02/05/16	05/06/16 05/06/16											_	$\vdash$												++			++	++			_
P-19	Update Sourcing Plan		On Track	30/05/16	05/06/16																											++	++			-
P-21 Draft Ar	Seek Approval from the Board dverts and Procurement documents	9	On Track	30/05/16	05/06/16																															
P-22	Draft specification	5	On Track	16/05/16	12/06/16																															
P-23 P-20	Draft TUPE information Draft Award criteria		On Track On Track	16/05/16 16/05/16	12/06/16 12/06/16										+	_		+		$\vdash$				+			_		+			++	++			_
P-25	Draft Terms and Conditions		On Track	16/05/16	12/06/16																															
	Draft Domestic Contract Notice als Stage 1		On Track	01/06/16	06/06/16	JL																										╧╧╧╧				
P-27	Commissioning and Procurement Group		On Track	13/06/16	19/06/16																											$\square$	$\square$			$\square$
P-28 P-29	CE Delivery Board People and Commissioning Board		On Track On Track	13/06/16 06/06/16	19/06/16 19/06/16		+ +								+		+						+	+			_		+			+++	++			-
	Adverts and ITT documents															-																÷				
P-30 P-31	Final service specification Final TUPE information		On Track On Track	13/06/16 13/06/16	26/06/16 26/06/16										+			+											+			+++	++			-
P-32	Finalise Commercial Specification and Award criteria		On Track	13/06/16	26/06/16																															
P-34	Finalise Terms and Conditions Finalise Domestic Advert		On Track On Track	13/06/16 13/06/16	26/06/16 26/06/16																															
	als Stage 2 Commissioning and Procurement																	1 1											1 1				<b></b>			-
P-35	Group		On Track	27/06/16																													$\rightarrow$			
P-36 P-37	CE Delivery Board People and Commissioning Board		On Track On Track	27/06/16 27/06/16	03/07/16 10/07/16											-		+									_		+			++	++			+
	sing - Stage One (PQQ)			1	1										1 1															1 1						
P-38	Place Opportunity on E-Tendering system		On Track	27/06/16	03/07/16																															
P-39	Place OJEU Advert Place Advert on Local Voluntary		On Track	04/07/16	04/07/16		+ +	+ 1		$+\mp$	+		++	$+ \square$	+		$+ \square$	+		$\square$		$+ \square$	$+ \mp$	+	+	+		$+ \square$	+ $+$	+	++	++	++	+1	H	+
P-40	Organisations e.g. Business Link, Chamber of Commerce		On Track	04/07/16	04/07/16																															
P-41	Supplier download documents and return		On Track	04/07/16	25/07/16																											$\uparrow \uparrow$				
P-42	Prepare Evaluation Documents		On Track	04/07/16	25/07/16		++	+		++	+		+	++	+	+	+	++		$\left  \right $				+	+	+		++	+	+	++	++	++	+ -	$\vdash$	+
P-43 P-44	Produce training pack		On Track	04/07/16	25/07/16		++			++			$\square$	$\square$	$\square$		$\square$	Ħ		$\square$				+	$\square$				$\square$	$\mp$		$\mp$		$\square$	$\square$	—
P-44 P-45	Evaluators trained Deadline for receipt of clarification questions		On Track On Track	04/07/16 18/07/16	25/07/16 18/07/16						+				+			+												+		++	++	+	H	+
P-46	Deadline to answer clarification questions		On Track	18/07/16	20/07/16																															+
P-47	Closing Date		On Track	25/07/16	25/07/16																															
P-48 P-49	Documents Opened Download Submitted Document		On Track On Track	25/07/16 25/07/16	25/07/16 25/07/16		++	+		++	+		++	++	+	+	+	+		$\left  \cdot \right $	++			++	+	+	-+	++	+ +	++	++	++	++	+-1	$\vdash$	+
	Evaluation			л п																												÷				
P-50	Compliance check and selection questions evaluations		On Track	25/07/16	28/07/16																															
P-51	Evaluation panel receive responses		On Track	25/07/16	28/07/16																															
P-52	Evaluate response in your own		On Track	25/07/16	07/08/16																											<u>+</u> +				
P-53	Send individual evaluation scores to VM to Consolidate		On Track	08/08/16	08/08/16										[			[																		
P-54	Evaluation team meeting 1 - moderation		On Track	08/08/16	14/08/16																															
Selectio	n Finalise Specification for final														TT							TT														
P-55	approval		On Track	08/08/16											$\parallel$			$\downarrow$		$\square$										$\square$		$\downarrow \downarrow$	$\perp$			$\perp$
P-56	Invite successful tenderer		On Track	15/08/16	15/08/16																	Serco Int	ernal					1 1								

## APPENDIX A



		Dessuress	Duannaa	Teek Stort	isk Start Task End ⋛ Janu		,	February		March		April		Мау		Jun	ie	July		A	ug	:	Sept		Oct		Nov	Dec	//c)	J	anuary	F	ebruary	Ма	ırch			XA	
Ref No.	Activity	Resources (Initials)	Progress Status	Date	Date 9	4 11 18	25	1 8 15 22	29 7	14 21	28 4	11 18	25 2	9 16 2	23 30	6 13	20 27	4 11 1	8 25	1 8	15 22	29 5 1	12 19	26 3 1	10 17 24	31 7	14 21 28	3 5 12	ے 19 26 9	2 9	16 23 3	0 6	13 20 27	6 13	23 27	3 10 17	24 1	8 15	22 29
P-57	Notify unsuccessful tenderers		On Track	15/08/16	15/08/16																																		
P-58	Prepaire debrief letter for unsuccessful suppliers		On Track																																				
	ing ITT and Return																																						
	Place ITT on E-Tendering system Supplier download ITT documents	;	On Track		14/08/16				_					++	+	++										$\left  \right $		+ $+$ $+$				+ +							
P-60 P-61	and return		On Track On Track		12/09/16			+ + + +													$\square$						$\rightarrow$												
P-62	Prepare ITT Evaluation Documents Produce ITT training pack	5	On Track		04/09/16 04/09/16																																		
P-63	ITT Evaluators trained		On Track	29/08/16	18/09/16																							+ $+$ $+$											
P-64	Deadline for receipt of clarification questions		On Track	12/09/16	12/09/16																																		
P-65	Deadline to answer clarification questions		On Track	12/09/16	15/09/16																																		
	ITT Closing Date		On Track	12/09/16	12/09/16																																		
	Download ITT Submissions Supplier Presentations		On Track On Track	12/09/16 19/09/16	12/09/16 25/09/16		++	+ $+$ $+$ $+$	_			++	++	+ +	++	++	++	++	+ +	++	+					+ $+$ $+$		+ + +	╶┼╌┨┣	_		+					$\vdash$		
	Evaluation	-																																					
P-69	Evaluation panel receive responses		On Track	12/09/16	12/09/16																																		
P-70 P-71	Evaluate response in your own		On Track On Track		02/10/16 02/10/16																																		
P-71	Price evaluations Send individual evaluation scores				03/10/16		++		+			++		++	++	+			++		+					$\left  \right $			┽╼┫			++							
P-73	to VM Consolidate evaluation scores				03/10/16			+ $+$ $+$ $+$	_			++		+ +	++		++		+ +	++	+ +		+ +			$\left  \right $		+ $+$ $+$		_		+ +							
P-74	Evaluation team meeting 1 -				09/10/16																																		
P-75	moderation Post tender clarifications			10/10/16	16/10/16		++	+ $+$ $+$ $+$	_			++	++	+ +	++	++	++	++	+ +	++	+		+ +			+ + +		+ + +	╶┼╌┨┣	_		+					$\vdash$		
D 76	Evaluation team meeting following	1	On Track		23/10/16																																		
	clarifications (if required) Draft PCC Mobilisation Plan		On Track	17/10/16					_																			+ $+$ $+$				+							
	Is Stage 4 (CMDN) Completion of tender evaluation			- II I																																			
P-78	report - CMDN drafted		On Track	24/10/16	30/10/16																																		
P-79	Informal notification of recommended contract award to providers		On Track	24/10/16	30/10/16																																		
P-80	Send to Cabinet member for approval				06/11/16																																		
P-81	CMDN published on PCC website Approval of Award (CMDN), also		On Track	24/10/16	13/11/16		+ +	+ $+$ $+$ $+$				++	++	+ +	++	++	++	++	+ +	++	++		+ +	++				+ $+$ $+$	╶┼╌┨┠	_		+ +					$\left  \right $		
P-82	includes CMT approval		On Track	31/10/16	13/11/16																																		
P-83 Contrac	Call in period for CMDN finishes		On Track	31/10/16	14/11/16																																		
P-84	Prepare Alcatel letters		On Track	31/10/16	14/11/16																											+							
P-85	Notify successful tenderer - Intention to award Alcaltel stage		On Track	14/11/16	20/11/16																																		
0;-٩	Notify unsuccessful tenderers - Alcatel stage		On Track	14/11/16	20/11/16																																		
	Debrief unsuccessful suppliers		On Track	21/11/16	27/11/16																																		
	Send all relevant documents to Legal for contract preparation		On Track	31/10/16	27/11/16																																		
P-89	Contract Award			14/11/16																																			
	Contract documents signed Publish contract award notice			14/11/16 14/11/16					_			++		+	++	++	++		+ +				+																
	Update E-Tendering with award		On Track	14/11/16	27/11/16																																		
Implem	details entation																																						
P-93	Finalise PCC mobilisation/implementation plans		On Track	21/11/16	27/11/16			$        \top$							Ιſ						[					T		$    \Gamma$				Ιſ			$    \top$			T	
P-94	Go Live with new contracts			03/04/17																																			
	Contract monitoring		On Track	03/04/17	02/04/20																																		
P-96	Complete lessons learned log			21/11/16											+													$\square$				+							
P-97	Formally close project	1	Un Track	21/11/16	2//11/16				1			11													1 1	1 1 1				- 1									