

Project Plan																																																													
Project Title:		Healthy Lifestyle																																																											
Project Reference (Verto):		0																																																											
Project Manager:		Oliver Hayward																																																											
Ref No.	Activity	Resources (Initials)	Progress Status	Task Start Date	Task End Date	2016 (w/c)																																																							
						January				February				March				April				May				June				July				Aug				Sept				Oct				Nov				Dec											
						4	11	18	25	1	8	15	22	29	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2017 (w/c)			
						2	9	16	23	30	6	13	20	27	6	13	23	27	3	10	17	24	1	8	15	22	29																																		
<b>Project Management</b>																																																													
P-01	Create Healthy Lifestyles Project Board																																																												
P-02	Project Update																																																												
<b>Stakeholder Engagement Stage 1</b>																																																													
P-03	Identify key stakeholders		On Track	21/03/16	10/04/16																																																								
P-04	Identify Project Team		On Track	21/03/16	10/04/16																																																								
P-05	Identify TUPE issues		On Track	21/03/16	10/04/16																																																								
P-06	Identify Risks		On Track	21/03/16	10/04/16																																																								
P-07	Production of commissioning model and initial Category Plan		On Track	21/03/16	18/04/16																																																								
P-08	Agree the commissioning model		On Track	18/04/16	24/04/16																																																								
P-09	Equality Impact Assessment		On Track	21/03/16	18/04/16																																																								
<b>Stakeholder Engagement Stage 2</b>																																																													
P-10	Results evaluated, analysed and timescales are agreed		On Track	18/04/16	01/05/16																																																								
P-11	Prepare 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		On Track	02/05/16	05/06/16																																																								
P-14	Consult other stakeholders - Councillors/Cabinet Member		On Track	02/05/16	05/06/16																																																								
P-15	Consult with Service Users		On Track	02/05/16	05/06/16																																																								
P-16	Consult with GPs		On Track	02/05/16	05/06/16																																																								
P-17	Consult with Operations/Staff		On Track	02/05/16	05/06/16																																																								
P-18	Consult with Providers		On Track	02/05/16	05/06/16																																																								
P-19	Consult with Performance Team		On Track	02/05/16	05/06/16																																																								
P-20	Update Sourcing Plan		On Track	30/05/16	05/06/16																																																								
P-21	Seek Approval from the Board		On Track	30/05/16	05/06/16																																																								
<b>Draft Adverts and Procurement documents</b>																																																													
P-22	Draft specification		On Track	16/05/16	12/06/16																																																								
P-23	Draft TUPE information		On Track	16/05/16	12/06/16																																																								
P-24	Draft Award criteria		On Track	16/05/16	12/06/16																																																								
P-25	Draft Terms and Conditions		On Track	16/05/16	12/06/16																																																								
P-26	Draft Domestic Contract Notice		On Track	01/06/16	06/06/16																																																								
<b>Approvals Stage 1</b>																																																													
P-27	Commissioning and Procurement Group		On Track	13/06/16	19/06/16																																																								
P-28	CE Delivery Board		On Track	13/06/16	19/06/16																																																								
P-29	People and Commissioning Board		On Track	06/06/16	19/06/16																																																								
<b>Finalise Adverts and ITT documents</b>																																																													
P-30	Final service specification		On Track	13/06/16	26/06/16																																																								
P-31	Final TUPE information		On Track	13/06/16	26/06/16																																																								
P-32	Finalise Commercial Specification and Award criteria		On Track	13/06/16	26/06/16																																																								
P-33	Finalise Terms and Conditions		On Track	13/06/16	26/06/16																																																								
P-34	Finalise Domestic Advert		On Track	13/06/16	26/06/16																																																								
<b>Approvals Stage 2</b>																																																													
P-35	Commissioning and Procurement Group		On Track	27/06/16	03/07/16																																																								
P-36	CE Delivery Board		On Track	27/06/16	03/07/16																																																								
P-37	People and Commissioning Board		On Track	27/06/16	10/07/16																																																								
<b>Advertising - Stage One (PQQ)</b>																																																													
P-38	Place Opportunity on E-Tendering system		On Track	27/06/16	03/07/16																																																								
P-39	Place OJEU Advert		On Track	04/07/16	04/07/16																																																								
P-40	Place Advert on Local Voluntary 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																																																								
P-42	Prepare Evaluation Documents		On Track	04/07/16	25/07/16																																																								
P-43	Produce training pack		On Track	04/07/16	25/07/16																																																								
P-44	Evaluators trained		On Track	04/07/16	25/07/16																																																								
P-45	Deadline for receipt of clarification questions		On Track	18/07/16	18/07/16																																																								
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	Documents Opened		On Track	25/07/16	25/07/16																																																								
P-49	Download Submitted Document		On Track	25/07/16	25/07/16																																																								
<b>Tender Evaluation</b>																																																													
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 time		On Track	25/07/16	07/08/16																																																								
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																																																								
<b>Selection</b>																																																													
P-55	Finalise Specification for final approval		On Track	08/08/16	14/08/16																																																								
P-56	Invite successful tenderer		On Track	15/08/16	15/08/16																																																								

