

Task Name	Duration	Start	Finish	Resource Names	% Complete
WEBCASTING / STREAMING - Key Markers	476 days	Tue 08/11/16	Tue 04/09/18		94%
SLT – Approval to progress proposed project	1 day	Tue 08/11/16	Tue 08/11/16	Surjit Tour	100%
Leadership – To consider and agree to progress proposed project	1 day	Mon 14/11/16	Mon 14/11/16	Surjit Tour / Shirley Hudspeth	100%
Cabinet - Capital Programme and Financing 2017/20	1 day	Mon 20/02/17	Mon 20/02/17	Cabinet	100%
Budget Council	1 day	Mon 06/03/17	Mon 06/03/17	Council	100%
Report proposal outcomes to DMT and/or SLT	6 days	Tue 12/12/17	Tue 19/12/17	Patrick Sebastian / SLT	100%
Contract Awarded	1 day	Mon 08/01/18	Mon 08/01/18	Project Board	100%
Kick-Off Meeting	1 day	Wed 24/01/18	Wed 24/01/18	Contracted Supplier	100%
Statement of Works v1	1 day	Sun 25/02/18	Sun 25/02/18	Contracted Supplier	75%
Statement of Works v2	1 day	Thu 22/03/18	Thu 22/03/18	Contracted Supplier	100%
Progress Update Rpt to DMT and/or SLT	6 days	Tue 03/04/18	Tue 10/04/18	Patrick Sebastian / SLT	100%
Formal Launch (system fully operational)	1 day	Tue 29/05/18	Tue 29/05/18	Contracted Supplier	95%
Outturn Report to SCOC November Meeting	25 days	Wed 01/08/18	Tue 04/09/18	Patrick Sebastian	10%
Project Board - Scheduled Meeting Dates	245 days	Tue 22/08/17	Mon 30/07/18		91%
Initial Stakeholder - 'Project Board' meeting	1 day	Tue 22/08/17	Tue 22/08/17	Project Board	100%
Project Board - Kick off introduction to documentation, plan and admin (comms / risks etc)- Tender progress update	1 day	Mon 02/10/17	Mon 02/10/17	Project Board	100%
Stakeholder project meeting - Tender progress update (pre award), PM Project update	1 day	Mon 06/11/17	Mon 06/11/17	Project Board	100%
Stakeholder project meeting - Tender progress update (award day), PM Project update (CANCELLED)	1 day	Mon 04/12/17	Mon 04/12/17	Project Board	100%
Stakeholder / provider project meeting (Contract Award)	1 day	Mon 08/01/18	Mon 08/01/18	Project Board	100%
Stakeholder / provider project meeting (Kick Off Meeting report summary)	2 days	Wed 24/01/18	Thu 25/01/18	Project Board	100%
Stakeholder / provider project meeting (agree comms plan and receive pre installation report)	1 day	Mon 05/03/18	Mon 05/03/18	Project Board	100%
Stakeholder / provider project meeting (Install update)	1 day	Tue 03/04/18	Tue 03/04/18	Project Board	100%
Stakeholder / provider project meeting (Install update and launch review)	1 day	Mon 30/07/18	Mon 30/07/18	Project Board	100%
Stakeholder / provider project meeting - if required		tbc		Project Board	0%
Project Documentation / Timeline	224 days	Wed 01/03/17	Mon 08/01/18		97%
Establish Business Case	124 days	Wed 01/03/17	Mon 21/08/17	Surjit Tour / Shirley Hudspeth	100%
Establish PID	124 days	Wed 01/03/17	Mon 21/08/17	Surjit Tour / Shirley Hudspeth	95%
Establish project team (incl ICT lead)	30 days	Tue 22/08/17	Mon 02/10/17	Patrick Sebastian	100%
Develop outline project plan	30 days	Tue 22/08/17	Mon 02/10/17	Patrick Sebastian	100%
Agree basic project board responsibilities	1 day	Mon 02/10/17	Mon 02/10/17	Project Board	90%

Draft Project Timetable	26 days	Mon 02/10/17	Mon 06/11/17	Patrick Sebastian	100%
Develop Plan Reporting and exception procedures	46 days	Mon 02/10/17	Mon 04/12/17	Patrick Sebastian	100%
Tendering Project Timetable agreed	26 days	Mon 02/10/17	Mon 06/11/17	Patrick Sebastian / Project Board	100%
Report proposal outcomes to DMT and/or SLT	6 days	Tue 12/12/17	Tue 19/12/17	Patrick Sebastian	100%
Draft Project Timetable agreed	71 days	Mon 02/10/17	Mon 08/01/18	Patrick Sebastian / Project Board	100%
Final Project Timetable agreed (to coincide with Project Award Day)	102 days	Mon 08/01/18	Tue 29/05/18	Project Board	100%
Project Timetable Finalised to Record all Elements	71 days	Tue 29/05/18	Tue 04/09/18	Patrick Sebastian / Project Board	80%
Tender Specification - OJEU Tender - Open Procedure	234 days	Wed 01/03/17	Mon 22/01/18		100%
Develop Tender documentation	93 days	Wed 01/03/17	Fri 07/07/17	Shirley Hudspeth / Nick O'Neill	100%
Completion and return of PIA form	31 days	Fri 07/07/17	Fri 18/08/17	Shirley Hudspeth / Simon Birch	100%
Issue of OJEU Notice	1 day	Mon 21/08/17	Mon 21/08/17	Procurement	100%
Issue of Tender Documents via The CHEST	1 day	Mon 21/08/17	Mon 21/08/17	Procurement	100%
Site Visits 1	1 day	Fri 01/09/17	Fri 01/09/17	Patrick Sebastian / Martin Dewhirst	100%
Site Visits 2	1 day	Fri 08/09/17	Fri 08/09/17	Patrick Sebastian / Martin Dewhirst	100%
Tender (extended from 20/9 to 4/10)	1 day	Mon 11/09/17	Mon 11/09/17	Rebecca Boulger	100%
Review Webcast functionality at Other L.A.s	20 days	Tue 05/09/17	Mon 02/10/17	Karen Oliver	100%
Project Board - Kick off introduction to documentation, plan and admin (comms / risks etc)- Tender progress update	1 day	Mon 02/10/17	Mon 02/10/17	Patrick Sebastian	100%
Return of Tender Documents via The CHEST	1 day	Fri 03/11/17	Fri 03/11/17	Legal / Contracting Dept	100%
Tender Evaluation - use evaluation matrix and award criteria	1 day	Tue 21/11/17	Tue 21/11/17	Procurement / Contracting Dept	100%
Issue of Reference Questionnaires	2 days	Wed 29/11/17	Thu 30/11/17	Procurement	100%
Return of Reference Questionnaires	1 day	Thu 14/12/17	Thu 14/12/17	Bidders	100%
Financial Checks	17 days	Thu 30/11/17	Fri 22/12/17	Sarah Cox	100%
Designated week for presentations (NOT REQUIRED)	4 days	Mon 27/11/17	Thu 30/11/17	Suppliers and Contracting Dept	100%
Final Analysis - including retrospective PQQ	17 days	Wed 22/11/17	Thu 14/12/17	Contracting Dept	100%
SLT – Approval to progress proposed project	1 day	Tue 19/12/17	Tue 19/12/17	Patrick Sebastian / SLT	100%
Complete and return ODDN to Award Contract (PRAD4) to be signed by contracting department and Legal Officer	1 day	Thu 21/12/17	Thu 21/12/17	Legal / Contracting Dept	100%
Award of Contract - issue successful and unsuccessful letters - clarify T&C with Colin Hughes (solicitor) Asst Dir Law, HR and Asset Mgmt to draw up contract	1 day	Thu 21/12/17	Thu 21/12/17	Patrick Sebastian / Karen Oliver	100%
Alcatel Ruling, 10 Day stand-still Stars midnight after award letters are sent out - ends midnight 10 days later (must end on a working day)	10 days	Fri 22/12/17	Thu 04/01/18	Procurement	100%
Stakeholder / provider project meeting - Contract Confirmation	1 day	Mon 08/01/18	Mon 08/01/18	Project Board	100%
Signed Contract Received	1 day	Wed 17/01/18	Wed 17/01/18	Karen Oliver	100%

Award Notice to OJEU (no later than 30 days after contract award)	20 days	Mon 08/01/18	Fri 02/02/18	Procurement	100%
Wirral ICT and Facilities Management	111 days	Mon 02/10/17	Mon 05/03/18		85%
Establish ICT project team / contacts	6 days	Mon 02/10/17	Mon 09/10/17	Jamie Dixon / Martin Dewhurst	100%
Convene ICT briefings (bi-weekly?)	1 day	Mon 08/01/18	Mon 08/01/18	Martin Dewhurst	100%
Working with ITC for software integration and additional software development changes	26 days	Mon 29/01/18	Mon 05/03/18	Martin Dewhurst / Contracted Supplier	100%
Agree Broadband Socket Requirements	14 days	Fri 09/02/18	Wed 28/02/18	Martin Dewhurst / Patrick Sebastian / Cy Cooper	100%
Working with ITC for software integration and additional software development changes	26 days	Mon 29/01/18	Mon 05/03/18	Martin Dewhurst / Contracted Supplier	100%
Broadband Installations, Cabling and Power Socket Installation (WTH)	25 days	Mon 05/03/18	Fri 06/04/18	Martin Dewhurst / Patrick Sebastian / Cy Cooper	95%
Working with and Monitoring of ITC and Public-I installations WTH	50 days	Mon 05/03/18	Fri 11/05/18	Martin Dewhurst / Contracted Supplier	95%
Broadband Installation, Cabling and Power Socket Installation (BTH)	33 days	Fri 15/06/18	Tue 31/07/18	Martin Dewhurst / Shaun Carter	80%
Working with and Monitoring of ITC and Public-I installations BTH	50 days	Fri 15/06/18	Thu 23/08/18	Martin Dewhurst / Contracted Supplier	50%
Public-I Installation	50 days	Tue 23/01/18	Mon 02/04/18		99%
Set date(s) for Pre Contract Site Visits	6 days	Fri 25/08/17	Fri 01/09/17	Procurement	100%
Pre Contract Site Visit	6 days	Fri 01/09/17	Fri 08/09/17	Supplier / Patrick Sebastian / Martin Dewhurst	100%
Designated week for presentations (NOT REQUIRED)	4 days	Mon 27/11/17	Thu 30/11/17	Supplier and Contracting Dept	100%
Purchase Order received and contract start	8 days	Mon 08/01/18	Mon 08/01/18	Supplier and Contracting Dept	100%
Signed Contract Received	1 day	Wed 17/01/18	Wed 17/01/18	Karen Oliver	100%
Kick-Off Meeting	2 days	Wed 24/01/18	Thu 25/01/18	Supplier and Contracting Dept	100%
Branding, copy text and logo for Connect webcasting site	18 days	Fri 09/03/18	Tue 03/04/18	Contracting Dept and Communications team	100%
Build and Sign-Off Connect webcasting site	18 days	Fri 09/03/18	Tue 03/04/18	Supplier and Contracting Dept	100%
Pre- Installation (Public-i)	80 days	Mon 05/02/18	Fri 25/05/18		100%
Send Connect Microsite Template	1 day	Fri 09/03/18	Fri 09/03/18	Contracted Supplier	100%
Microsite build and sign-off	10 days	Wed 21/03/18	Tue 03/04/18	Contracted Supplier, Communications team	100%
Hardware Order	42 days	Mon 05/02/18	Tue 03/04/18	Contracted Supplier	100%
Hardware Delivery	39 days	Tue 03/04/18	Fri 25/05/18	Contracted Supplier	100%
Workshop Phase (Public-i)	45 days	Mon 05/02/18	Fri 06/04/18		100%
Hardware Assemble	42 days	Mon 05/02/18	Tue 03/04/18	Contracted Supplier	100%
Programming - Off Site	22 days	Mon 05/03/18	Tue 03/04/18	Contracted Supplier	100%
1st Test Phase	4 days	Tue 03/04/18	Fri 06/04/18	Contracted Supplier	100%
Installation	64 days	Tue 03/04/18	Fri 29/06/18		97%

Hardware Fix 1 - Council Chamber and Civic Hall (Cabling to CR1, CR2 & CR3 if time allows)	4 days	Tue 03/04/18	Fri 06/04/18	Contracted Supplier	100%
Programming On-Site	4 days	Tue 03/04/18	Fri 06/04/18	Contracted Supplier	100%
AV Commissioning - Council Chamber	4 days	Tue 03/04/18	Fri 06/04/18	Contracted Supplier	75%
Webcasting Commissioning - Council Chamber and Civic Hall	4 days	Tue 03/04/18	Fri 06/04/18	Contracted Supplier	75%
Snagging Assessment with Client - Council Chamber and Civic Hall & Client Approval	1 day	Fri 06/04/18	Fri 06/04/18	Contracted Supplier	75%
Additional dates for Council Chamber Install works	5 days	Mon 30/04/18	Fri 04/05/18	Contracted Supplier	100%
CR1 and CR2 Install	4 days	Tue 08/05/18	Fri 11/05/18	Contracted Supplier	100%
2nd Test - System Review and Witness Testing	1 day	Fri 11/05/18	Fri 11/05/18	Contracted Supplier, Contracting Dept	100%
Snagging Assessment with Client - CR1 and CR2 plus Client Approval	1 day	Fri 11/05/18	Fri 11/05/18	Contracted Supplier	100%
CR3 Install	4 days	Tue 22/05/18	Fri 25/05/18	Contracted Supplier	100%
3rd Test - System Review and Witness Testing	1 day	Fri 25/05/18	Fri 25/05/18	Contracted Supplier, Contracting Dept	100%
Snagging Assessment with Client - CR1, CR2 and CR3 plus Client Approval	3 days	Mon 04/06/18	Wed 06/06/18	Contracted Supplier, Contracting Dept	100%
Final Commissioning - Microphones and Electronic Voting - Council Chamber	5 days	Mon 25/06/18	Fri 29/06/18	Contracted Supplier, Contracting Dept	100%
Final Project Sign Off	26 days	Fri 25/05/18	Fri 29/06/18	Contracting Dept	100%
Post Installation Works - System Configuration	204.06 days	Tue 02/01/18	Mon 15/10/18		70%
Committee Room Microphone and Seating Layouts - various Committees	33 days	Mon 02/07/18	Wed 15/08/18	Bryn Griffiths	75%
System Configuration - handheld Tablets	33 days	Mon 02/07/18	Wed 15/08/18	Bryn Griffiths	100%
System Configuration - camera to microphone tracking	33 days	Mon 02/07/18	Wed 15/08/18	Bryn Griffiths	75%
System Configuration - microphones system override facility (Council Chamber only)	6 days	Mon 02/07/18	Mon 09/07/18	Bryn Griffiths	100%
Audio to Text Transcription - testing	3 days	Tue 17/07/18	Thu 19/07/18	Bryn Griffiths	100%
System Configuration - Recording of Votes	19 days	Tue 17/07/18	Fri 10/08/18	Bryn Griffiths	60%
Training	176 days	Tue 02/01/18	Tue 04/09/18		45%
Agree basic training programme and timeline (Kick Off Meeting action)	18 days	Tue 02/01/18	Thu 25/01/18	Supplier and Contracting Dept	100%
Offline Testing and Staff Training (Part 1 - Conferencing System on/off, deploying, volumes, general care)	1 day	Wed 18/07/18	Wed 18/07/18	Adam Jones / Contracted Supplier	100%
Staff Cascade Training - live webcasting	34 days	Thu 19/07/18	Tue 04/09/18	Bryn Griffiths	15%
Offline Testing and Staff and invited Member Training (Part 2 - Council Chamber Voting System)	2 hrs	Thu 09/08/18	Thu 09/08/18	Deborah Bonner / Contracted Supplier	10%
Member Engagement/training Session 1 - Meeting etiquette, speaking, queuing, chairman override, voting		tbc	Tue 04/09/18	Communications team	0%

Member Engagement/training Session 2 - Meeting etiquette, speaking, queuing, chairman override, voting		tbc	Tue 04/09/18	Communications team	0%
Member Engagement/training Session 3 - Meeting etiquette, speaking, queuing, chairman override, voting		tbc	Tue 04/09/18	Communications team	0%
FINAL Member Engagement/training Session 4 - Meeting etiquette, speaking, queuing, chairman override, voting	30 mins	Mon 15/10/18	Mon 15/10/18	Contracting Dept	0%
Communications	191 days	Tue 12/12/17	Tue 04/09/18		57%
Report proposal outcomes to DMT and/or SLT	6 days	Tue 12/12/17	Tue 19/12/17	Patrick Sebastian / SLT	100%
Stakeholder / provider meeting to assess project progress and solution launch	1 day	Mon 15/01/18	Mon 15/01/18	Communications team and Contracting department	100%
Press Release - advertising online access to Council meetings	9 days	Thu 15/02/18	Tue 27/02/18	Communications team	90%
Branding, copy text and logo for Connect webcasting site	9 days	Tue 27/02/18	Fri 09/03/18	Communications team	100%
Select meeting for 'go live' Annual Council	5 days	Tue 27/02/18	Mon 05/03/18	Supplier and Contracting Dept	100%
Build and Sign-Off Connect webcasting site	15 days	Mon 12/03/18	Fri 30/03/18	Communications team	100%
SLT - Project Update Report	9 days	Mon 05/03/18	Thu 15/03/18	Patrick Sebastian	100%
Stakeholder / provider meeting to assess project progress and solution launch	6 days	Wed 04/04/18	Wed 04/04/18	Communications team and Contracting department	100%
Progress Update Report to DMT and/or SLT	6 days	Tue 03/04/18	Tue 10/04/18	Patrick Sebastian / SLT	100%
Project solution launch date – GO LIVE DATE	12 days	Mon 14/05/18	Tue 29/05/18	Supplier and Contracting Dept	100%
Tweeting, Facebook Live and You Tube	22 days	Wed 01/08/18	Thu 30/08/18	Matthew Dunn, Bryn Griffiths	10%
Outturn Report to SCOC November Meeting	25 days	Wed 01/08/18	Tue 04/09/18	Patrick Sebastian	100%
Review and feedback	25 days	Wed 01/08/18	Tue 04/09/18	Supplier and Contracting Dept	0%