

CORPORATE GOVERNANCE - OVERALL WORK PROGRAMME

ID	Task Name	Duration	Start	Finish	1st Quarter												2nd Quarter											
					7/1	4/1	1/1	8/1	5/1	2/1	9/1	6/1	2/0	9/0	6/0	3/0	0/0	6/0	3/0	0/0	7/0	5/0	2/0	9/0	6/0	2/0	9/0	6/0
1	Timetable of Task/Milestones to 31/03/2012	97 days?	Mon 21/11/11	Tue 03/04/12																								
2																												
3	Programme Planning	5 days	Mon 21/11/11	Fri 25/11/11																								
4	Officer Briefing	0 days	Wed 23/11/11	Wed 23/11/11																								
5	Develop programme Plan	5 days	Mon 21/11/11	Fri 25/11/11																								
6	Develop KLOE project plans	5 days	Mon 21/11/11	Fri 25/11/11																								
7																												
8	Develop protocols for corporate governance amnesty	5 days	Mon 28/11/11	Fri 02/12/11																								
9	Establish confidentiality protocol	5 days	Mon 28/11/11	Fri 02/12/11																								
10	Develop template for capturing information	5 days	Mon 28/11/11	Fri 02/12/11																								
11	Establish procedure with clear follow up process	5 days	Mon 28/11/11	Fri 02/12/11																								
12																												
13	Develop cultural audit programme (questionnaire & events)	57 days	Mon 28/11/11	Tue 14/02/12																								
14	Establish project Lead and team	5 days	Mon 28/11/11	Fri 02/12/11																								
15	Develop secure email address for staff to raise issues and concerns	10 days	Mon 28/11/11	Fri 09/12/11																								
16	Develop programme for Cabinet open door drop-in sessions	10 days	Mon 28/11/11	Fri 09/12/11																								
17	Design/develop staff questionnaire	10 days	Mon 28/11/11	Fri 09/12/11																								
18	Develop internal marketing/communications strategy	10 days	Mon 28/11/11	Fri 09/12/11																								
19	Launch/distribute on-line and paper Cultural Audit Questionnaire	0 days	Wed 14/12/11	Wed 14/12/11																								
20	Launch secure email address	0 days	Wed 14/12/11	Wed 14/12/11																								
21	Collate/analyse response	30 days	Wed 14/12/11	Tue 24/01/12																								
22	Prepare report and cultural change action plan	15 days	Wed 25/01/12	Tue 14/02/12																								

Project: Overall Work Programme
Date: Fri 02/12/11

Task
 Progress
 Summary
 External Tasks
 Deadline

Split
 Milestone
 Project Summary
 External Milestone

