

# KLOE 5 REVIEW OF POLICY - OUTLINE PROJECT WORKPLAN

ID	Task Name	Duration	Start	Finish	1st Quarter																2nd Quarter											
					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	3/0	0/0			
1	<b>CGI Outline plan KLOE 5</b>	110 days	Mon 28/11/11	Fri 27/04/12																												
2	<b>Stage 1 - Establish Project Plan</b>	5 days	Mon 28/11/11	Fri 02/12/11																												
3	Confirm project team	5 days	Mon 28/11/11	Fri 02/12/11																												
4	Detail work programme	5 days	Mon 28/11/11	Fri 02/12/11																												
5	Detail timetable/milestones	5 days	Mon 28/11/11	Fri 02/12/11																												
6	Detail Resource Plan	5 days	Mon 28/11/11	Fri 02/12/11																												
7	Develop Risk Register	5 days	Mon 28/11/11	Fri 02/12/11																												
8																																
9	<b>Stage 2 - Review best practice / literature and current resources</b>	10 days	Mon 05/12/11	Fri 16/12/11																												
10	Identify good practice examples	10 days	Mon 05/12/11	Fri 16/12/11																												
11	Make contact with policy units in high performing Councils	10 days	Mon 05/12/11	Fri 16/12/11																												
12	Map existing approach to current Council policy processes / documents	10 days	Mon 05/12/11	Fri 16/12/11																												
13	Identify outputs and outcomes for the new policy unit	10 days	Mon 05/12/11	Fri 16/12/11																												
14	Identify success criteria	10 days	Mon 05/12/11	Fri 16/12/11																												
15																																
16	<b>Stage 3 - Options Appraisal</b>	63 days	Mon 19/12/11	Thu 15/03/12																												
17	Consider findings from review process	10 days	Mon 19/12/11	Fri 30/12/11																												
18	Construct options for policy unit	5 days	Mon 02/01/12	Fri 06/01/12																												
19	Assess against existing resources	5 days	Mon 09/01/12	Fri 13/01/12																												
20	Seek views of stakeholders	5 days	Mon 16/01/12	Fri 20/01/12																												
21	Report options / recommendations to CG committee	0 days	Tue 07/02/12	Tue 07/02/12																												
22	Report to Cabinet	0 days	Thu 15/03/12	Thu 15/03/12																												
23																																
24	<b>Stage 4 - Formation of Policy Unit</b>	43 days	Mon 23/01/12	Thu 22/03/12																												
25	Construct job descriptions for Policy Unit staff	3 days	Mon 23/01/12	Wed 25/01/12																												
26	Engage with HR	10 days	Thu 26/01/12	Wed 08/02/12																												
27	Report to Employment and Appointments Committee	0 days	Thu 22/03/12	Thu 22/03/12																												
28																																
29	<b>Stage 5 - Implementation</b>	65 days	Mon 30/01/12	Fri 27/04/12																												
30	Develop quarterly review process for Corporate Policy Unit	5 days	Mon 30/01/12	Fri 03/02/12																												
31	Establish unit through recruitment/redeployment of staff	25 days	Mon 26/03/12	Fri 27/04/12																												

Project: CGI outline plan  
Date: Fri 02/12/11

Task		Progress		Summary		External Tasks		Deadline	
Split		Milestone		Project Summary		External Milestone			