

KLOE 6 REVIEW OF COMMITTEE SERVICES - OUTLINE PROJECT WORKPLAN

ID	Task Name	Duration	Start	Finish	1st Quarter																		2nd					
					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			
1	CGI outline plan KLOE 6	82 days	Mon 28/11/11	Wed 21/03/12																								
2	Stage 1 - Establish Project Plan	5 days	Mon 28/11/11	Fri 02/12/11																								
3	Establish lead project team	5 days	Mon 28/11/11	Fri 02/12/11																								
4	Establish working group (stakeholders, members, relevant officers)	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	Stage 2 - Review Current / Best Practice	20 days	Mon 05/12/11	Fri 30/12/11																								
10	Detail current arrangements (including financial information)	10 days	Mon 05/12/11	Fri 16/12/11																								
11	Detail use and scope of Modern.Gov	10 days	Mon 05/12/11	Fri 16/12/11																								
12	Identify best practice	10 days	Mon 19/12/11	Fri 30/12/11																								
13	Undertake benchmarking exercise	10 days	Mon 19/12/11	Fri 30/12/11																								
14																												
15	Stage 3 - Critical Review	37 days	Mon 09/01/12	Wed 29/02/12																								
16	Identify initial priorities, key issues and areas for improvement	10 days	Mon 09/01/12	Fri 20/01/12																								
17	Review priorities / issues against CIPFA principles	10 days	Mon 09/01/12	Fri 20/01/12																								
18	Detail key aims and objectives (including needs to be met)	10 days	Mon 09/01/12	Fri 20/01/12																								
19	Develop options analysis from best practice to meet aims / objectives	10 days	Mon 23/01/12	Fri 03/02/12																								
20	Consider CIPFA principles against options developed	10 days	Mon 23/01/12	Fri 03/02/12																								
21	Evaluate resource and financial implications re options developed	5 days	Mon 06/02/12	Fri 10/02/12																								
22	Recommend preferred options	6 days	Mon 13/02/12	Mon 20/02/12																								
23	Report to Corporate Governance Committees	0 days	Wed 29/02/12	Wed 29/02/12																								
24																												
25	Stage 4 - Implementation plan	14 days	Thu 01/03/12	Wed 21/03/12																								
26	Develop implementation plan / monitoring & review arrangements	8 days	Thu 01/03/12	Mon 12/03/12																								
27	Report Plan to Corporate Governance Committee for Approval	0 days	Wed 21/03/12	Wed 21/03/12																								

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

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