

KLOE 7 PERFORMANCE REVIEW OUTLINE PROJECT WORKPLAN

ID	Task Name	Duration	Start	Finish	1st Quarter												2nd Quarter											
					07/11	14/11	21/11	28/11	05/12	12/12	19/12	26/12	02/01	09/01	16/01	23/01	30/01	06/02	13/02	20/02	27/02	05/03	12/03	19/03	26/03	02/04	09/04	
1	OUTLINE TIMETABLE	96 days	Thu 24/11/11	Thu 05/04/12																								
2	Stage 1 - Establish Project Plan	5 days	Thu 24/11/11	Wed 30/11/11																								
3	Identify project team	1 day	Thu 24/11/11	Thu 24/11/11																								
4	Detail work programme	4 days	Fri 25/11/11	Wed 30/11/11																								
5	Detail timetable/milestones	4 days	Fri 25/11/11	Wed 30/11/11																								
6	Detail Resource Plan	4 days	Fri 25/11/11	Wed 30/11/11																								
7	Develop Risk Register	4 days	Fri 25/11/11	Wed 30/11/11																								
8																												
9	Stage 2 - Research/Literature Review	18 days	Mon 28/11/11	Wed 21/12/11																								
10	Establish Council's vision & values (link to Corporate plan)	6 days	Thu 01/12/11	Thu 08/12/11																								
11	Research high performing authorities and other best practice (I	10 days	Mon 28/11/11	Fri 09/12/11																								
12	Review current Council target setting guidance	15 days	Thu 01/12/11	Wed 21/12/11																								
13	Review current Council systems & monitoring process	4 days	Thu 01/12/11	Tue 06/12/11																								
14	Review current reporting processes	2 days	Wed 07/12/11	Thu 08/12/11																								
15	Review data quality policy	1 day	Fri 09/12/11	Fri 09/12/11																								
16	Establish "as is" position including resources	3 days	Mon 12/12/11	Wed 14/12/11																								
17																												
18	Stage 3 - Undertake critical review	41 days	Thu 15/12/11	Thu 09/02/12																								
19	Engage with stakeholders - departments, members	20 days	Thu 15/12/11	Wed 11/01/12																								
20	Revise target setting guidance	6 days	Thu 12/01/12	Thu 19/01/12																								
21	Revise system & monitoring processes	5 days	Fri 20/01/12	Thu 26/01/12																								
22	Develop the approach to self-regulation & assessment (link to K	10 days	Fri 27/01/12	Thu 09/02/12																								
23	Consider CIPFA principles against options	15 days	Thu 22/12/11	Wed 11/01/12																								
24	Recommend preferred option	15 days	Thu 22/12/11	Wed 11/01/12																								
25	Assess against existing resources	5 days	Thu 12/01/12	Wed 18/01/12																								
26	Report to Corporate Governance Committee	1 day	Thu 19/01/12	Thu 19/01/12																								
27																												
28	Stage 4 - Implementation plan	55 days	Fri 20/01/12	Thu 05/04/12																								
29	Develop implementation plan / monitoring & review arrange	15 days	Fri 20/01/12	Thu 09/02/12																								
30	Develop plan for system implementation	10 days	Fri 10/02/12	Thu 23/02/12																								
31	Develop plan for staff appraisal roll out	1 day	Fri 24/02/12	Fri 24/02/12																								
32	Report Plan to Corporate Governance Committee for Approval	1 day	Mon 27/02/12	Mon 27/02/12																								
33	Submit PMF to Cabinet	1 day	Thu 05/04/12	Thu 05/04/12																								
34																												
35	Stage 5 - Monitoring and Review	0 days	Mon 27/02/12	Mon 27/02/12																								

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

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