

KLOE 8 REVIEW OF EQUALITIES - OUTLINE PROJECT WORKPLAN

ID	Task Name	Duration	Start	Finish	1st 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
0	CGI outline plan KLOE 8	67 days?	Mon 28/11/11	Tue 28/02/12																	
1	OUTLINE TIMETABLE	67 days?	Mon 28/11/11	Tue 28/02/12																	
2	Stage 1 - Establish Project Plan	5 days	Mon 28/11/11	Fri 02/12/11																	
3	Identify project team	1 day	Mon 28/11/11	Mon 28/11/11																	
4	Detail work programme	4 days	Tue 29/11/11	Fri 02/12/11																	
5	Detail timetable/milestones	4 days	Tue 29/11/11	Fri 02/12/11																	
6	Detail Resource Plan	4 days	Tue 29/11/11	Fri 02/12/11																	
7	Develop Risk Register	4 days	Tue 29/11/11	Fri 02/12/11																	
8																					
9	Stage 2 - Research/Literature Review	30 days	Mon 05/12/11	Fri 13/01/12																	
10	Identify best practice examples	30 days	Mon 05/12/11	Fri 13/01/12																	
11	Review current Council processes/policies/documents	30 days	Mon 05/12/11	Fri 13/01/12																	
12	Review practice across all departments	30 days	Mon 05/12/11	Fri 13/01/12																	
13	Engage with elected member leads	30 days	Mon 05/12/11	Fri 13/01/12																	
14																					
15	Stage 3 - Undertake critical review	16 days	Mon 16/01/12	Mon 06/02/12																	
16	Develop options analysis from best practice	15 days	Mon 16/01/12	Fri 03/02/12																	
17	Consider CIPFA principles against options	15 days	Mon 16/01/12	Fri 03/02/12																	
18	Recommend preferred options for more robust approach to Equality Impact Assessments	15 days	Mon 16/01/12	Fri 03/02/12																	
19	Report to Corporate Governance Committee	1 day	Mon 06/02/12	Mon 06/02/12																	
20																					
21	Stage 4 - Implementation plan	16 days?	Tue 07/02/12	Tue 28/02/12																	
22	Develop implementation plan / monitoring & review arrang	15 days	Tue 07/02/12	Mon 27/02/12																	
23	Report Plan to Corporate Governance Committee for App	1 day?	Tue 28/02/12	Tue 28/02/12																	
24																					
25	Stage 5 - Monitoring and Review	0 days	Tue 28/02/12	Tue 28/02/12																	
26																					
27																					
28																					
29		1 day?	Mon 28/11/11	Mon 28/11/11																	

Project: CGI outline plan KLOE 8 Date: Fri 02/12/11	Task		Milestone		External Tasks	
	Split		Summary		External Milestone	
	Progress		Project Summary		Deadline	