

# KLOE 10 MEMBER DEVELOPMENT/CAPACITY - 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	
1	<b>CGI outline plan KLOE 10</b>	90 days	Mon 28/11/11	Mon 02/04/12																								
2	<b>Stage 1 - Project Set Up</b>	5 days	Mon 28/11/11	Fri 02/12/11																								
3	Confirm project delivery team	5 days	Mon 28/11/11	Fri 02/12/11																								
4	Detail work programme, timetable and milestones	5 days	Mon 28/11/11	Fri 02/12/11																								
5	Detail resource plan and risk register	5 days	Mon 28/11/11	Fri 02/12/11																								
6																												
7	<b>Stage 2 - Develop programme of activity</b>	41 days	Mon 05/12/11	Mon 30/01/12																								
8	Member Training Group meets DCX to set out processes to establish member development programme	10 days	Mon 05/12/11	Fri 16/12/11																								
9	Make preparations for Cabinet Member open door sessions	5 days	Mon 05/12/11	Fri 09/12/11																								
10	Cabinet member open door drop-in sessions with officers and partners	35 days	Tue 13/12/11	Mon 30/01/12																								
11	Commencement of Cabinet and Chief Officer discussion forum on corporate governance	35 days	Tue 13/12/11	Mon 30/01/12																								
12																												
13	<b>Stage 3 - Options Appraisal</b>	57 days	Mon 02/01/12	Wed 21/03/12																								
14	Commission external support to collate / analyse Member views regarding development programme	10 days	Mon 02/01/12	Fri 13/01/12																								
15	Report to CG Committee to approve scope of member development programme	0 days	Wed 08/02/12	Wed 08/02/12																								
16	External support commissioned to deliver member development programme	20 days	Thu 09/02/12	Wed 07/03/12																								
17	Brief CG Committee on outcome of external commission / member development programme	0 days	Wed 21/03/12	Wed 21/03/12																								
18																												
19	<b>Stage 4 - Implementation plan</b>	0 days	Mon 02/04/12	Mon 02/04/12																								
20	Member development programme launched	0 days	Mon 02/04/12	Mon 02/04/12																								

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

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