Project: WCHCFT Staff Transfer

Proposed Target Date: 01/07/2023

	Г	Weeks																						
		<b></b>			1			Τ	1			We	eeks											
			February         March           30         6         13         20         27         6         13         20				April			May				00	June 5 40 40 00			July		.	August		September	
Workstream	Ref. TASKS	30 1	6 13	20 27	6 13 20 6 7 8	9	10	10 17 11 12	13	14				18	5 12 19 20	19 21	26	3 10	17 24 25 26		7 14 28 29	21 28 30 31	32 33	1     18     25       3     34     35
	T01 Provisional staff information (from Trust)																							
	T02 Consultation period TUPE																							
	T03 Full TUPE list provided by Trust																							
WS1	T04 Due Diligence (Review TUPE info)  T05 Densing arrangements	$\ \cdot\ $																						
	T05 Pension arrangements  T06 Structure & Roles / Duties of staff Transferring Identified																							
	T07 HR, Payroll Resource Req established																							
	T08 T&Cs / Policies & Procedures Agreed													-										
	T09 Welcome & Onboarding activities			$\dashv$			-		$\vdash$		-										<del></del>			
	Scoping network requirements  T11 S (4/17)					_				_			_											
	T12 Request Hardware (KIT)  Mobile Phone / Desk Phone (Network / requirements)																							
	T13 Resource identified to support Hardware/delivery									$\neg$														
	T14 NHS Email (Identity)																							
	T15 Provision for new network requirements																							
WS2	T16 Licenses / Software requested																							
	T17 Agreement shared network access																							
	T18 MFD / Printer acccess / Mail																							
	T19 Testing Software / Kit (Infastructure)																							
	T20 Out of Hours Support agreed																							
	T21 Deploy KIT / Hardware									_														
	T22 Walkthrough / IT Support (Post Tfr)				_																			
	T23 Scope existing locations & data used																							
	T24 Determine data for TOM - what will transfer											_		_										
	T25 Data storage requirements identified										May	<b>≤</b>		May										
	T26 Agreement on arrangements for transfer (Content/Legal)						EA	H >			Ba	ת 📙		Bank										
	T27 Data Migration Completed  T28 Rusiness Continuity Planning				STE	STER			<b>-</b>   .			ᄼ												
	T29 Business Continuity Planning  Trust governance processes including policies/procedures (review, sign off)						77	72			Holiday			Holiday								<del>                                     </del>		
	T30 Draft performance benefits for Transfer										day	<u> </u>		lav										
	T31 Service Visioning & Principles for Transfer																							
	T32 CQC planning to inc. position document from the Trust																							
	T33 Develop Directorte Plans (soft) - inc 6mth priorities T34	<del>                                     </del>							+ +															
WS4	T35 Staffing structures (review, sign off) linked to WS1	$\ \cdot\ $																						
	Draft performance options for post transfer & CQC requirements  T36																							
	IG mapping (review, sign off) linked to WS2 & WS8  T37																							
	Agree complaints process As Is and To Be for transfer  T38  Agree contract Performance Monitoring to point of transfer																							
	T39 Service Discovery & Design Activity (Engagement Workshops)																					+ +		
	T40 Agree Last Date Performance Info sent from WCHCFT																							
	T41 Internal review & update strategy, policies & procedures (review, sign off)																							_
	T42 Establish project budget monitoring																							
WS5	T43 Review impact to Savings Plan  T44 Open previous Cost Centres/Codes																							
	T45 Create establishment budget																							
	T46 Agree Comms & Engagement Plan																							
	T47 Create FAQs for transition for staff  T48 Set up enquiries email box (or similar)																							
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	T49 Process to respond to staff queries								+ +															
	T50 Agree joint arrangement with Trust on staff responses (mailbox)																							
WS7	T51 Mapping current agreements/co-location arrangements at WBC																							
	T52 Confirm accomodation requirements																							
	T53 Relocation Requirements - As required  T54	$\left  \cdot \cdot \cdot \right $																						
	Licensing & Payment agreements agreed																							
	T55 Premises Walk-Through to include H&S / Equipment / pre & post transfer																							