KEY MEETING COMPLETE

Phase task unique identifier	Phase 1:	Work Stream [Theme]	Responsibility	Dates/Decisions	Status	Activity	Lead Officer	20-Jan	27-Jan	03-Feb	10-Feb	17-Feb	24-Feb	03-Mar	10-Mar	17-Mar
1.1	Phase 1: Project initiation	Project Preparation	DAAT/OSM		Complete	Finalise Needs Assessment										
1.2	Phase 1: Project initiation	Project Preparation	OSM		Complete	Prepare short presentation (4 slides)										
1.3	Phase 1: Project initiation	Project Preparation	AB/BPH/RS		Complete	Present Needs Assessment to S.Halsey			28/01/2014				25/02/2014			_
1.4	Phase 1: Project initiation	Project Preparation	OSM		Complete	Finalise Service Review										
1.5	Phase 1: Project initiation	Project Preparation	OSM/DAAT		Complete	Finalise Options paper section of the service review										+
1.6 1.7	Phase 1: Project initiation  Phase 1: Project initiation	Project Preparation	DAAT/OSM		Complete	Emergency DAAT Board Options defined			_							+
1.7	Phase 1: Project initiation  Phase 1: Project initiation	Project Preparation Project Preparation	DAAT/OSM DAAT/OSM		Complete	Cost impact of options		1	+	1						+
1.9	Phase 1: Project initiation	Project Preparation	AB/BPH/RS		Complete	Present Needs Assessment to Lead Members			+	1						
1.10	Phase 1: Project initiation	Project Preparation	DAAT		Complete	Disseminate Needs Assessment										1
1.11	Phase 1: Project initiation	Project Preparation	OSM/DAAT		Complete	Options Appraisal										Draft 1
1.12		Project Preparation	OSM/DAAT		Complete	Outline re-procured treatment structures										
											-					
				Critical												4
	Phase	Work Stream [Theme]	Responsibility	Critical Dates/Decisions	Status	Activity	Lead Officer	07-Apr	14-Apr	21-Apr	28-Apr	05-May	12-May	19-May	26-May	
1.13	Phase 1: Project initiation	Project Administration	DAAT	Dates/ Decisions		Emergency DAAT Board		08.04.14								4
1.14	Phase 1: Project initiation	Project Administration	DAAI			Establish Project Board and Project Working Groups		00.04.14						-		1
1.15	Phase 1: Project initiation	Project Administration				Agree Project Delivery Team										1
1.16	Phase 1: Project initiation	Project Administration				Establish Meeting dates for Relevant Boards and Team Meetings										1
2.1	Phase 2: Project planning	Procurement	OSM/DAAT			Outline service procurement priorities										1
2.2	Phase 2: Project planning	Project Consultation				Develop Engagement Plan	NZ									
2.3	Phase 2: Project planning	Project Consultation	DAAT			Provider & Service user Consultation on preferred model	NZ									_
2.4	Phase 2: Project planning	Service Premises				Review Treatment Services' Premises Contracts to establish premises strategy & termination notice period required, if necessary & identification of new Service locations										
2.5	Phase 2: Project planning & development	Service Premises	1	<b>I</b>	<b>†</b>	Identify other premises if required	<b>I</b>	1	+					<b>I</b>	1	1
2.6	Phase 2: Project planning & development	IT	1	1		Agree suitable local Service data system and reporting requirements	t	1	1	1	Ì		1	1	Ì	1
2.7	Phase 2: Project planning & development	Contract Development				Agree Contract and specification content requirements		<u> </u>								1
2.8	Phase 2: Project planning & development	Contract Development	DAAT			Develop Financial Frameworks within agreed budget		1								1
2.9	Phase 2: Project planning & development	Project Administration				Establish project delivery budget & identify financial risks										]
2.10	Phase 2: Project planning & development	Contract Development	DAAT			Finalise procurement packages										
2.11	Phase 2: Project planning & development	Contract Development				> Finalise Treatment Option Packages										]
2.12	Phase 2: Project planning & development	Contract Development				> Finalise Tier 4 Arrangements										
2.13	Phase 2: Project planning & development	Contract Development				> Finalise Share Care Model										_
2.14	Phase 2: Project planning & development	Contract Development	Legal/DAAT			Legal Tests										4
2.15 2.16	Phase 2: Project planning & development	Contract Development	Pro/DAAT			Procurement Tests		l .								4
2.17	Phase 2: Project planning & development  Phase 2: Project planning & development	n/a				Purdah		1							Election	4
2.17	Phase 2: Project planning & development	ilya				Fuluali									Liection	4
2.19	Phase 2: Project planning & development	Contract Development	DAAT/OSM			Draft Specifications										1
2.20	Phase 2: Project planning & development	Contract Development				Develop Method Statements										1
2.21	Phase 2: Project planning & development	Contract Development				Develop Performance Monitoring & Reporting Requirements										1
2.22	Phase 2: Project planning & development	Contract Development	DAAT/L/P			Verify Specifications and Draft T&C with Legal and Procurement										4
2.23	Phase 2: Project planning & development	Project Reporting	DAAT			> Draft report to CMT/DMT/MAB/PAP/Cabinet										
2.24	Phase 2: Project planning & development	Project Reporting				> Draft EqIA for attachment										
2.25	Phase 2: Project planning & development	Project Reporting				>Report to Andy for Clearance						07.05.14				_
2.26	Phase 2: Project planning & development	Project Reporting				> Report to DMT Clerk [Publication]							12.05.14			
2.27	Phase 2: Project planning & development	Project Reporting	DAAT			DMT: DAAT Commissioning Intentions							15.05.14 M			
2.28	Phase 2: Project planning & development	Project Reporting				> Report to Robin							15.05.14			4
2.29	Phase 2: Project planning & development	Project Reporting				> Report to HoPS [Publication]							n/a		27.05.44.44	_
2.30	Phase 2: Project planning & development	Project Reporting	DAAT			CMT: DAAT Commissioning Intentions		I	1						27.05.14 M	4
	Phase	Work Stream [Theme]	Responsibility	Critical	Status	Activity	Lead Officer	02-Jun	09-Jun	16-Jun	23-Jun	30-Jun	07-Jul	14-Jul	21-Jul	
			,	Dates/Decisions												4
2.31	Phase 2: Project planning & development	Project Consultation				> Consultation Published										_
2.32	Phase 2: Project planning & development	Project Consultation	1			> Formal Consultation Period [21 Days]										1
2.33	Phase 2: Project planning & development	Project Consultation				> Draft Results		<u> </u>								
2.34	Phase 2: Project planning & development	Contract Development				Revisions to Model following formal consultation										
2.35	Phase 2: Project planning & development	Project Consultation	DAAT/OSM			Consultation on Model Complete										1
2.36	Phase 2: Project planning & development	Project Procurement				Proceed to Procurement Phase		1								1
2.37	Phase 2: Project planning & development	Project Reporting				Competition Board [Runs alongside Cabinet approval process]	1	1			1		1	1	1	1
2.38	Phase 2: Project planning & development	Project Procurement	DAAT	1	1	Tender Advert and Paperwork Drafted	<b> </b>				t e	1	<b> </b>	<b> </b>	l	1
2.39	Phase 2: Project planning & development	Project Reporting	DAAT			Papers prepared for Competitions Planning Forum and Board	1			16.06.14			1	1	1	1
2.40	Phase 2: Project planning & development	Project Reporting		1	1	Complete tollage 1 form for sign off by Competition Board	<b> </b>	1	+			1	<b> </b>	<b> </b>	l	1
2.41	Phase 2: Project planning & development	Project Procurement	+	<del> </del>	<del>                                     </del>	Tender & PQQ Panels Established	t	<del>                                     </del>	+	+	<del>                                     </del>	<del> </del>	t	t	†	1
2.42			1	1	1	Develop Evaluation Criteria & Scoring Matrix for PQQ	t	1	+	1	1	1	t	t	1	1
	Phase 2: Project planning & development	Project Procurement	+	-	+		<del>                                     </del>	1	+	<del>                                     </del>	1		<del></del>	<del>                                     </del>	1	4
2.43	Phase 2: Project planning & development	Project Procurement	1	1	1	Advertise Intention to Tender with relevant Materials & PQQ	<b>!</b>	ļ	+	1	1	1	<b>!</b>	<b>!</b>	1	4
2.44	Phase 2: Project planning & development	Project Procurement	L	<b></b>	1	Develop Consortium Guidelines	ļ	<b>!</b>				ļ	<b></b>	<b></b>	<b></b>	4 _
2.45	Phase 2: Project planning & development	Project Reporting	DAAT	<b>_</b>	<del>                                     </del>	Competition Planning Forum (TG1)		<b>!</b>	1	1	23.06.14	ļ	07.65.11	<u> </u>	ļ	?
2.46	Phase 2: Project planning & development	Project Reporting	DAAT	+	1	Strategic Competition Board (TG1) - INDEPENDENT DATE FROM CABINET	-	<del> </del>	+	+	1	-	07.07.14		1	4
2.47	Phase 2: Project planning & development	Project Reporting	DAAT	1	1	Cabinet Approval Process	<b>!</b>	[22.05.4.6]	<del> </del>	1	1	1	<b>!</b>	<b>!</b>	1	4
2.48	Phase 2: Project planning & development	Project Reporting	DAAT	+	1	>Report to Andy/Robin/Steve Adams	<del>                                     </del>	[22.05.14]		+	1	-	<del>                                     </del>	<del>                                     </del>	1	4
2.49 2.50	Phase 2: Project planning & development  Phase 2: Project planning & development	Project Reporting Project Reporting	DAAT	-	+	>Report Deadline to CFO & Legal >Report Deadline to HoPS	<del>                                     </del>	02.06.14		1	<del>                                     </del>	-	<del>                                     </del>	<del>                                     </del>	1	4
2.50	Phase 2: Project planning & development  Phase 2: Project planning & development	Project Reporting Project Reporting	DAAT	+	1	>Report Deadline to HoPS >Report Deadline for Publication	+	1	12-13.06.14	1	1	1	+	+	1	1
2.52	Phase 2: Project planning & development  Phase 2: Project planning & development	Project Reporting  Project Reporting	DAAT	1	1	MAB: Commissioning Intentions	<u> </u>	1	12-13.00.14	18.06.14 M	1	1	<del> </del>	<del>                                     </del>	1	4
2.53	Phase 2: Project planning & development	Project Reporting	DAAT	1	1	>Report to Andy/Robin/Steve Adams		05.06.14	<del> </del>	10.03.14 10			<b>-</b>	<b> </b>	<u> </u>	1
2.54	Phase 2: Project planning & development	Project Reporting	DAAT		1	>Report Deadline to CFO & Legal	<b>†</b>	03.00.14		16.06.14			t	t		1
2.55	Phase 2: Project planning & development	Project Reporting	DAAT	1		>Report Deadline to HoPS	t	1	1	19-20.06.14			1	1	Ì	1
2.56	Phase 2: Project planning & development	Project Reporting	DAAT			>Report Deadline for Publication	İ	İ	İ	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	26-27.06.14		İ	1	1	1
2.57	Phase 2: Project planning & development	Project Reporting	DAAT			PAP MEETING 2 July 14						02.07.14				]
2.58	Phase 2: Project planning & development	Project Reporting	DAAT			Health & Wellbeing Board: 8 July 14: Commissioning Intentions							08.07.14			
2.50	Disease 2. Descious along in a R. J.	Duration to Demonstra	D. 4.T		1			1	1	1	1	1	10.07.14	1	22.07.44	TT "
2.59	Phase 2: Project planning & development	Project Reporting	DAAT			Cabinet: Commissioning Intentions			1	1			[Deadline: Report]	I	23.07.14	[To allow post
								4								activities (0

	Phase	Work Stream [Theme]	Responsibility	Critical Dates/Decisions	Status	Activity	Lead Officer	28-Jul	04-Aug	11-Aug	18-Aug	25-Aug	01-Sep	08-Sep	15-Sep	22-Sep	29-Sep	06-Oct	
3.1	Phase 3: Tender & procurement Process	Project Procurement	DAAT			Advert Placed (all packages)	DAAT												
3.2	Phase 3: Tender & procurement Process	Project Procurement	DAAT			Tendering period (P1 PQQ)	DAAT												
3.3	Phase 3: Tender & procurement Process	Project Procurement	DAAT			Tendering period (P2 Full tender)	DAAT												
3.4	Phase 3: Tender & procurement Process	Project Procurement	DAAT/L/P			Tender evaluation	DAAT/L/P												
3.5	Phase 3: Tender & procurement Process	Project Procurement				Panel Tender Approval & Contract Award Recommendation													
3.6	Phase 3: Tender & procurement Process	Project Reporting	DAAT			Draft Tollgate 2 form in preparation for Competition Planning Board													
3.7	Phase 3: Tender & procurement Process	Project Consultation	DAAT/L/P			Interviews/contract assessment meetings/Inc service user engagement	DAAT/L/P												
3.8	Phase 3: Tender & procurement Process	Project Procurement	DAAT/L/P			Negotiation	DAAT/L/P												
	Phase	Work Stream [Theme]	Responsibility	Critical Dates/Decisions	Status	Activity	Lead Officer	20-Oct	27-Oct	03-Nov	10-Nov	17-Nov	24-Nov	01-Dec	08-Dec	15-Dec	22-Dec	29-Dec	19-Jan
4.1	Phase 4: Contract Award & Mobilisation	Project Reporting	DAAT	Dates/ Decisions		Mayor and lead member updated	DAAT												
4.2	Phase 4: Contract Award & Mobilisation	Project Reporting	DAAT		1	Competition Planning Forum (TG2)	DAAT		27/10/2014	<del> </del>	1								
4.3	Phase 4: Contract Award & Mobilisation	Project Reporting	DAAT		1	Strategic Competition Board (TG2)	DAAT		27/10/2014		10/11/2014							l l	
4.4	Phase 4: Contract Award & Mobilisation	Project Reporting	DAAT			DMT: Decision Report: approval to move forward	DAAT	16.10.14	30.10.14		10/11/2014							1	
4.5	Phase 4: Contract Award & Mobilisation	Project Reporting	DAAT		1	CMT: Decision Report: approval to move forward	DAAT	10:10:1	28.10.14	11.11.14									
4.6	Phase 4: Contract Award & Mobilisation	Project Reporting	DAAT		1	MAB: Decision Report: approval to move forward			20.10.1	11.11.11		19.11.2014							
4.7	Phase 4: Contract Award & Mobilisation	Project Reporting	DAAT		1	Cabinet: Decision Report: approval to move forward						13.11.201						07/01/2015	
4.8	Phase 4: Contract Award & Mobilisation	Project Procurement			1	Stand Still / Call in												07/01/2015	
4.9	Phase 4: Contract Award & Mobilisation	Project Procurement	DAAT/L/P			Contract Award	DAAT/L/P												
4.10	Phase 4: Contract Award & Mobilisation	Project Procurement	Providers			Mobilisation date set	Providers												Feb
4.11																			
	Phase 4: Contract Award & Mobilisation	Project Procurement	DAAT/Providers			Contract commencement	DAAT/Providers												Apr
	Other associated activities			Critical	Status		1												April
		Project Procurement  Phase 5	DAAT/Providers  Responsibility	Critical Dates/Decisions	Status	Activity	DAAT/Providers  Lead Officer												Apri
5.1	Other associated activities			Critical Dates/Decisions	Status	Activity Agree Service Data Requirement & Systems	1												Apri
5.2	Other associated activities			Critical Dates/Decisions	Status	Activity  Agree Service Data Requirement & Systems Ensure premises is IT Ready	1												Apr
	Other associated activities				Status	Activity Agree Service Data Requirement & Systems	1												Apri
5.2 5.3	Other associated activities			Critical Dates/Decisions  Critical Dates/Decisions	Status Status	Activity  Agree Service Data Requirement & Systems Ensure premises is IT Ready Service Data Transfer Activity	1												Apr
5.2 5.3 6.1	Other associated activities  Work stream IT	Phase 5	Responsibility	Critical		Activity  Agree Service Data Requirement & Systems Ensure premises is IT Ready Service Data Transfer  Activity TUPE Process Initiated	Lead Officer												Apr
5.2 5.3	Other associated activities  Work stream IT	Phase 5	Responsibility	Critical Dates/Decisions		Activity  Agree Service Data Requirement & Systems Ensure premises is IT Ready Service Data Transfer Activity	Lead Officer												Apri
5.2 5.3 6.1 6.2	Other associated activities  Work stream IT	Phase 5	Responsibility	Critical		Activity  Agree Service Data Requirement & Systems Ensure premises is IT Ready Service Data Transfer  Activity  TUPE Process Initiated TUPE Arrangements Finalised  Activity	Lead Officer												Apr
5.2 5.3 6.1 6.2 7.1	Other associated activities  Work stream IT  Work stream HR	Phase 5 Phase 6	Responsibility Responsibility	Critical Dates/Decisions Critical	Status	Activity  Agree Service Data Requirement & Systems Ensure premises is IT Ready Service Data Transfer  Activity  TUPE Process Initiated TUPE Arrangements Finalised  Activity  Develop Communication Strategy	Lead Officer Lead Officer												Apr
5.2 5.3 6.1 6.2	Other associated activities  Work stream IT  Work stream HR	Phase 5 Phase 6	Responsibility Responsibility	Critical Dates/Decisions Critical	Status	Activity  Agree Service Data Requirement & Systems Ensure premises is IT Ready Service Data Transfer  Activity  TUPE Process Initiated TUPE Arrangements Finalised  Activity	Lead Officer Lead Officer												Apri