

Draft Project & Implementation Plan				2014												2015																																	
ID	Task Heading	Task Name	Start Date	October			November			December			January			February			March			April			May			June			July			August															
				1-7	8-15	16-23	24-31	1-7	8-15	16-23	24-30	1-7	8-15	16-23	24-31	1-7	8-15	16-23	24-28	1-7	8-15	16-23	24-31	1-7	8-15	16-23	24-30	1-7	8-15	16-23	24-31	1-7	8-15	16-23	24-31														
1 Programme																																																	
1.1	Committee	Approval - Committee SCDC 16/10/14	16/10/2014			16th																																											
1.2	Governance	Approval - Committee CCC 17/10/14	17/10/2014			17th																																											
		Programme Board for Shared Services					27th	18th	16th	27th	24th	26th	28th																																				
		Appointment of Programme Manager	28/10/2014																																														
		Shared Waste Project Board Meetings	12/11/2014																																														
1.3		Shared Waste Project Team Meetings (G5)	12/11/2014				12th	20th	4th	18th	8th	22nd	5th	19th	5th	19th	2th	16th	30th	15th	29th	12th	26th	9th	23rd	7th	21st	Dates to be Arranged																					
1.4		Joint Staff & Management Employee Meetings	18/11/2014				18th																																										
1.5		Union Advisory Meetings																																															
1.6	Workstream Teams	Appoint Project Workstream Teams	13/11/2014				13th																																										
1.7	Meetings	Management Structure	TBA																																														
1.8		Accommodation	TBA																																														
1.9		Garage	TBA																																														
1.10		Reviews	TBA																																														
1.11		Waste Strategy	TBA																																														
1.12		HR	TBA																																														
1.13		Communication Strategy	TBA																																														
1.14		Finance	TBA																																														
1.15		Support Services	TBA																																														
1.16	Review of Project	Agree Programme with Project Board	12/11/2014				12th																																										
1.17		Monitor	12/11/2014																																														
1.18		Draft Mobilisation Plan																																															
1.19		Finalise Mobilisation Plan																																															
1.20	Future Delivery Model	Committee Report - Option Paper																																															
1.21		Business Analyst Brief - Draft	07/11/2014																																														
1.22		Brief Approved - Business Analyst	12/11/2014				12th																																										
1.23		Appointment and Research by Analyst																																															
1.24		Final Report and Presentation of Findings	18/12/2014				18th																																										
1.25																																																	
2 Finance																																																	
2.1		Budget Profiles	12/11/2014																																														
2.2		Budget Reconciliation	12/11/2014																																														
2.3		Confirm and Agree all Budgeted Costs	12/11/2014																																														
2.4		Monitor Budgets and Expenditure	12/11/2014																																														
2.5	Garage	Expenditure and Income	12/11/2014																																														
2.6		Set-up Costs	12/11/2014																																														
3 Operations																																																	
3.1	Scheme Design	Review and Determine Collection Routes																																															
3.2		Optimisation of Round Post Mobilisation (1 Black)																																															
3.3		Optimisation of Rounds (Cross Boundary)																																															
3.4		Day Change Notification																																															
3.5		Prepare FAO's																																															
3.6		Driver & Operators Familiarisation of Site																																															
3.7		Agree Work Method between Staff																																															
3.8		Review Safe Working Practices																																															
3.9		Revise Risks Assessments																																															
3.10		Assign Crews																																															
3.11		Mobilisation																																															
3.12		Design Vehicle Parking & Transport Plan																																															
3.13		Identify Training Needs (Operational Staff)																																															
3.14		Carryout Training 'O' Licence																																															
3.15	Training	Team Leaders																																															
3.16		Toolbox Talks																																															
3.17		Manual Handling																																															
4 Accommodation																																																	
4.1		Negotiate with Landlord Meetings	Ongoing																																														
4.2		Agreement with Landlord																																															
4.3	Current Footprint	Review Layout and Footprint of Current Building &																																															
4.4		Landlord Consent																																															
4.5		Reconfigure Layout																																															
4.6		Complete Layout																																															
4.7		Accommodation Available																																															
4.8	New Footprint	Planning Consent Applied																																															
4.9		Planning consent Agreed																																															
4.10		Build Commence																																															
4.11		Build Completed																																															
4.12		Refit and Installation of New Equipment and Facilities																																															
4.13		IT Installation for Co-ordinated Working																																															
4.14		Accommodation Available																																															
5 Garage																																																	
5.10		Negotiate with Landlord	Ongoing																																														
5.20		Agree to Lease Facility																																															
5.30		Acquire Building																																															
5.40		Install Equipment																																															
5.50		Garage Refit																																															
5.60		Garage Operational																																															
5.70	Fleet Manager	'O' Licence Review																																															
5.80		Arrange Maintenance Programme																																															
5.90		Running Costs - Fuel, Oil, Fluids																																															
5.10		Arrange Insurance, Tax etc																																															
5.11		Advise Insurance of Increased Liability																																															
5.12		Agree Work Method between Staff																																															
5.13	Risk Assessments	Review Safe Working Practices																																															
5.14		Revise Risks Assessments																																															
5.15		Fire Safety and Evacuation																																															
5.16	Training	Identify Training Needs																																															
5.17		Carryout Training 'O' Licence																																															
5.18		Arrange Washdown Access/Facility																																															
6 Vehicles																																																	
6.1		Make Appropriate 'O' Licence Variations																																															
6.2		Agree Work Method between Staff																																															
6.3		Assign Crews																																															
6.4		Vehicle Washdown Arrangement																																															
6.5	Risk Assessments	Review Safe Working Practices																																															
6.6		Revise Risks Assessments																																															
6.7		Driver Vehicle Checks																																															
6.8		Design and Implement Vehicles Parking																																															
6.9		Identify Training Needs																																															
6.10		Carryout Training 'O' Licence																																															
7 Waste Strategy																																																	
7.1		Paper Procurement																																															
7.2		Review of Structure																																															
7.3		Implement New Structure																																															
7.4		Review of Strategic Policies																																															

