Draft Project & Implementation Plan 2014 2015 | Start Date | October | O ID Task Heading Task Name 16/10/2014 17/10/2014 27th 24th 25th 28th 27th 28/10/2014 12/11/2014 | Dates to Be Aranged | | Sth | 22nd | 5th | 19th | 5th | 19th | 2th | 16th | 30th | 15th | 29th | 12th | 26th | 9th | 23rd | 4th 18th 23rd 18/11/2014 13/11/2014 Management Structure Accommodation Finance
Suport Services
Agree Programme with Project Board TBA TBA 1.17 Review of Project 12/11/2014 Monitor Draft Mobilisation Plan 12/11/2014 Finalise Mobilisation Plan Finalise Mobilisation Plan
Committee Report - Option Paper
Business Analyst Brief - Draft
Brief Approved - Business Analyst
Appointment and Research by Analyst
Final Report and Presentation of Findings Future Delivery Model 12/11/2014 18t/12/2014 2 Finance Budget Profiles 12/11/2014 Confirm and Agree all Budgeted Costs
Monitor Budgets and Expenditure

Expenditure and Income
Set-up Costs Garag Review and Determine Collection Routes
Optimisation of Round Post Mobilisation (1 Black)
Optimisation of Rounds (Cross Boundary)
Dav Channe Notification
Prepare FAO's
Driver & Operators Familiarisation of Site
Agree Work Method between Staff
Review Safe Working Practices
Review Risk Assessments
Assign Cross Assign Crews Mobilisation Design Vehicle Parking & Transport Plan
Identify Training Needs (Operational Staff)
Carryout Training 'O' Licence
Team Leaders
Toolbox Talks
Manual Handling Training 4 Accommodation Negotiate with Landlord Meetings Negonate with Landord Nicetings
Agreement with Lanlord
Review Lavout and Footprint of Current Building &
Landlord Consent Current Footprint Reconfigure Layout Complete Layout Complete Layout
Accommodation Available
Planning Consent Applied
Planning Consent Applied
Planning Consent Applied
Planning Consent Agreed
Build Commence
Build Commence
Refit and Installation of New Equipment and Facilities
IT Installation for Co-ordinated Working
Accommodation Available New Footprint 5 Garage Negotiate with Landlord
Agree to Lease Facility
Acquire Building
Install Equipment
Garage Refit Garase Operational

'O' Licence Review
Arrange Maintenance Programme
Running Costs - Fuel, Oil, Fluids
Arrange Insurance, Tavet, Oil, Fluids
Arrange Insurance, Tavet, Oil, Fluids
Arrange Insurance, Tavet, Oil, Fluids
Arrange Insurance of Increased Liability
Agree Work Method between Staff
Review Safe Working Practices
Revise Risks Assessments
Fire Safety and Evacuation
Identify Training Needs
Carryout Training 'O' Licence
Arrange Washdown Access/Facility Fleet Manager Risk Assessments Training 6 Vehicles Make Appropriate 'O' Licence Variations
Asree Work Method between Staff
Assign Crews
Vehicle Washdown Arrangement
Review Safe Working Practices 6.4 6.5 Risk Assessments Revise Risks Assessments Driver Vehicle Checks Design and Implement Vehicles Parking
Identify Training Needs
Carryout Training 'O' Licence 7 Waste Strategy Paper Procurement Review of Structure Implement New Structure Review of Strategic Policies

ID Task Heading	Task Name	Start Date		October			vember		December		Janu			February			larch			April			ay		June			July		ugust		
			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	1-7	8-15 16-23	24-28	1-7 8-15	16-23	24-31	1-7 8-15	16-23	24-30	-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	
8.1 Management Structure 8.2 Recruitment HOS	Consultation Draw up Job Description and Person Specification																															
8.3	Advert																															
8.4 8.5	Interviews References Contract of Employment																															_
8.6 8.7	Contract of Employment Terms and Conditions																															
8.8 8.9	Appointment of HOS HOS Start																															
8.10 Recruitment Management	Draw up Job Description and Person Specification Advert		+		+						-																					+
8.12	Interviews																															
8.13 8.14	References Contract of Employment																															
8.15 8.16	Terms and Conditions Appointment of Management Team																															
8.17 8.18 Recruitment	Start Draw up Job Description and Person Specification																															
8.19 Strategy/Policy Team 8.20	Advert Interviews		+																													
8.21 8.22	Appointments References																															_
8.23	Contract of Employment																															
8.24 8.25	Terms and Conditions Start																															\pm
8.27	Identify Training Needs (Contact Centre Staff) Training (Contact Centre Staff)		\Box																													\pm
8.28 Transfer of Staff 8.29	Secondment of Staff TUPE		$\pm \exists$										_{											$\perp \top$								
8.30 8.31	Harmonisation of Terms & Conditions Travel Cost Issues		\vdash				18th			$-\Box$	\neg		\exists																			
9 Communication			\vdash								\dashv		_											\vdash								#
9.1 Internal 9.2	Prepare Draft Communication Strategy		\Box																													#
9.3 Face to Face	Review and Sign Off Communication Strategy Staff Meetings / Updates																															
9.4 9.5 9.6	Staff Workshops Union Meetings 1-2-1 Meetings																															_
9.7 Online	Council Website																															
9.8	E-mails Twitter																															
9.9 9.1 9.11 9.12 Print	Facebook F&O's																															
9.13	Memo's Leaflets																															
9.14 External 9.15	Review and Sign Off Communication Strategy																															
9.16 9.17	Delivery of Information Council Tax Day Change Notification																															
9.18 9.19 Print	Customer Feedback Forms Posters																															+
9.20 9.21	Letters Leaflets																															+
9.22 9.24	Vehicle Board Advertising Notice Boards																															_
9.24 9.25 Public Relations	Bus Shelters Advertising Events and Road Shows																															
9.26 9.27	Community Focus Groups and Forums Telephone Calls																															
9.27 9.28 9.29 9.30 9.31	Endorsements Face to Face Meetings																															
9.30 9.31	Inform Contact Centre Utilisation of Interested Parties (Recycling Groups)																															-
9.32 9.36 Online	Libraries Council Website																															
9.37 9.38	E-mails Twitter										-																					
9.39	Facebook F&O's										-																					
9.40 9.41 Media 9.42	Press Releases Radio										-																					
9.43	Newspaper Features TV – News and Features																															
9.45 9.46	Articles (Good News Stories) Inform Stakeholders																															
10 Support Services																																
10.1	Health and Safety HR																															
10.2	Legal																															_
10.4 10.5 Insurance	Finance Emloyee liability																															
102 103 104 105 106 107	Employee Insurance Vehicles																															
	Damage to Third Party IT																														-	_
10.9 Ancillary 10.10 10.11 10.12 10.13 10.14 10.15 10.15 10.16	Training Procurement		\blacksquare																					П								_
10.12	Democratic Services		\Box																													
10.13	Consultants Audit		\perp																													\pm
10.15	Communications Stock Control																															
11 Service Development			$+ \Box$		+-	$+$ \mp				$\dashv \exists$	$-\top$													$+ \mp$							$-\top$	
11.1	IT		+				1-																									_
12 Asset Register	Assets Added to Decistor		\Box										_																			
12.1	Assets Added to Register																															\pm
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Key

Ongoing Works
Sign Off
Commencement of Waterbeach Service
Regulary and Market Consideration