## Milestone 🚺 Product 28 29 **10-Oct-16** 40 41 42 35 36 Calendar Week No. inancial Week No. 22 23 24 25 26 28 29

GOVERNANCE (Stage 1)	AU	$\geq$	SEPTI	EMBE	R	$\rangle$	C	остов	ER		$\rangle$	NOVE	MB
	29	5	12	19	26	3	10	17	24	31	7	14	21
Leader Briefings					29		13						
Governance Team					29		12	20		2			
Cabinet							13			3			
Project Board Meetings	30		14		28		12		26		10		23
Project Delivery Group Meetings	31	6	14	22	28	6	12	20	26	3	9	17	23
Project Stakeholder Group Meetings				22				20				17	
Develop & Execute detailed Communications Strategy and Plan (to cover until after implementation of new contract on 01/07/16) (COPY REQ)													
Ongoing Internal Stakeholder Engagement (COPY REQ)													
SITUATION DESCRIPTION and ANALYSIS (Stages 2&3)	>												

**OPTIONS GENERATION and APPRAISAL (Stages 4 & 5)** 

SUPPORTING BUSINESS CASES (Stage 6)

Help to Live @ Home Project Plan

10/10/16

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CONSULTATION (all Stakeholders except Service

CONSULTATION (Service Providers) (Stage 7)

MPLEMENTATION (Stage 8)												71 72 73 74 75 76 77 78 79 80 81 8																	
Pre -Tender Process & Set Up										57 58								71 72	73	74 75 7	6 77	78 79	80	81 82	83 84	85 86	87		
Approval to Initiate Tender (3days)				19		q																							
Gather pre TUPE information/secure TUPE info from existing Service Providers			3	14																									
Develop Draft Service Specification, inc lotting strategy			3	14																									
Align Key Performance Indicators with Specification			3	14																									
Draft Contractual Terms and Conditions, inc Schedules			3	14																									
Circulate first Draft Service Specification & Draft T&Cs, inc Schedules for Project Board/Delivery Group comments/amendments																													
Circulate second Draft Service Specification & Draft T&Cs, inc Schedules for Project Board/Delivery Group comments/amendments		23	3																										
Comments/amendments received.			4																										
Circulate third draft Service Specification & Draft T&Cs, inc schedules to Project Board for comments/amendments			6	12 18	21																								
Comments/amendments received.					21																								
Agree on Lotting strategy (zoning)			6																										
Incorporate any necessary amendments and Finalise Specification and T&Cs, inc Schedules. (PB 26/10)				13 17 2	4 27																								

= Off Target R Α = At Risk G = On Target **75 76** 77 78 82 83 15 16 12 13 25 2 11 12 9 10 2017/18 2016/17 
 MBER
 DECEMBER
 JANUARY
 FEBRUARY
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Complete

## HEREFORDSHIRE COUNCIL

S = Slippage

72	73	74	75	76
84	85	86	87	88
27	28	29	30	31
14	15	16	17	28
$\geq$		JULY		
3	10	17	24	31
	<b>84</b> 27 14	84     85       27     28       14     15	84         85         86           27         28         29           14         15         16	84         85         86         87           27         28         29         30           14         15         16         17

6	Obtain Approved Governance Sign Off for Final Service Specification, inc T&Cs & Schedules. (delegated to MS)				18 1	9	31 3																		
	Presentation for Providers at Forum (How to tender)				19																				
7	Develop Tender Evaluation Strategy, Criteria and scale of 'Panel' contribution (Evaluation question Setting)		12			24																			
•	Agree Tender Evaluation 'Panel' members, including Declaration of Interest forms				10 17	24																			
	System & Process Changes - Preparatory and Implementation																								
	Identify and schedule system amendments/changes required by confirmed approach																								
	Plan to execute Rate Changes																								
	Mosaic Changes			 + +		+ -		_			+					+		+							
	EMS Abacus			 + +				_	$\left  \right $		+		$\left  - \right $			+ +		+ +			 	+ $+$			
	Abacus Identify necessary process amendments/ redesign	+ +		 + +		+			$\left  \right $	+ $+$	+		$\left  \right $			+ +		+ +				+ $+$			<u> </u>
	Execute training in newly identified processes			+ +					$\left  \right $		+		+			+		+			$\left  \right $	+ $+$			
	ITT stage - Create draft Tender Documents, including ITT			+							+		$\left  \right $		_			+							
8	Questionnaire and ITT Guidance Pack, inc Market Position				19	25																			
	Final draft ITT Tender documents agreed by Proj Board (26/10																								
	Meeting)				19	26		_																	
	Amendments to ITT Tender documents (if req)					27	2																		
	Final ITT Tender documents agreed by Proj Board (virtually by email)						3																		
	Advert devised and agreed				20		8																		
6	Issue contract notice to OJEU (3-4 working days for OJEU to publish).				18		9																		
•	Advert placed; OJEU, Contracts Finder, other					24		14																	
	Advertise on portal and email advert to known providers					24		14				9													
	E-Tender closes - ITTs Returned								2			9													
	ITT Evaluation and Decision to Award (21 calendar days)								2			10				13									
	Moderation of Scores (Evaluation Panel)													23		14									
	Decision and Award													24 27		15	21								
	Approval Report and Sign off on Decision (inc x7 & delegated officer decision MS.)													3	30		22	8							
	Intention to award and de-brief notification letters													1	30			9							
	Standstill period (10 calendar days)													3	31 9			9	19						
7	Award contract (notice)															14			22						
•	OJEU Award Notice (within 45 calendar days)																	+		 10					
	Mobilisation & Transition																								
	EXPAND - contract mobilisation and transition. Implementation and delivery preparation phase.																								
	TUPE ??			 							$\downarrow$ $\downarrow$											<u>                                     </u>			
	Reviews			 $\left  \right $														+							
	Finances							_																	
	Service Providers)			 				_								+									
	Commercial Model																								

Contractual Agreements (Legal)														
Existing Contract Termination														
Business Process Change - EXPAND														
Training/Awareness re new contract, systems, etc??														
Assessment and Support Planning Awareness/Training														
End to End Process Mapping														
Brokerage Process														