Adoption Tees Valley - Implementation a	and Transition - High Level Project Plan Key: complete							lete	outstanding					on 0.1 - Au	gust 2017							
Task Ref.	in 17 - July 7	ug-17 1/09/17 8/09/17	5/09/17	9/09/17 6/10/17 3/10/17	71/01/7	13/11/17	0/11/17	4/11/17	8/12/17	2/12/17	9/12/17	2/01/18	6/01/18	2/02/18	6/02/18	2/03/18	5/03/18 3/03/18	5/04/18)/04/18 //04/18	1/05/18	5/05/18	3/06/18 5/06/18
No. Activity / Actions / Milestones 1 Development of Business Case 1.1 Outline Business Case 1.2 Develop Final Business Case	Jan 17	0	15	13 06 28	27 20 27	8	10	01 24	08	52	23	12 12	56	00 00	23	00 07	23 23 16	13 06	27 20	11 11	72	15 08
 1.3 Business Case Approval - ATV Board 1.4 Business Case Approval - Local Authorities 																						
2 Project Management / Governance 2.1 Develop PID for Implementation / Transition 2.2 PID approved - ATV Board 2.3 ATV Board Meetings			14/9	10/10			7/11		7/12													
2.4 ATV Implementation Meetings 3 Legal / ATV Governance			14/3	10/10			,,,,,		7/12													
3.1 ATV Stockton Host Model Agreed 3.2 Governance model – decision making and terms of reference 3.3 Member approval – Governance / approach																						
3.4 Member approval – Full Business Case 3.5 Section 101 Agreement developed and signed by all parties																						
 3.6 Scheme of delegation 4 Finance 4.1 Establish budget – Transition / Implementation Grant 																						
 4.2 Finalise Support Services 4.3 Redundancy – understand impact / approach 4.4 Debtors / Creditors – Agresso 																						
 4.5 Identify existing contracts and manage arrangements 4.6 Commission / Re-commission services 4.7 Interagency Fees - approach 																						
 4.8 Establish annual budget - Live 4.9 Annual Contribution - Transfer 5 ICT and Telephony 																						
RAA Office 5.1 RAA Office Location Confirmed 5.2 RAA Office Layout Confirmed																						
 5.3 WAN Building Connection Order 5.4 WAN Building Connection Installation Building LAN, Wi-Fi Fit-Out (as part of power/general fit-out works) 																						
5.6 MFD Order and Engineer Booking 5.7 MFD Installation 5.8 RAA Building Network Commissioned																						
RAA ICT Business Applications 5.9 2.1 RAA Service Methodology Agreed						Case																
 5.10 2.2 Application Specification 5.11 2.3 Application Procurement 5.12 2.4 Data Cleanse 5.13 2.5 Application Installation & Configuration 						Susiness (
 5.14 2.6 Application Testing/Resolution 5.15 2.7 Application Training 5.16 2.8 Application Data Load 						oval of B												Valley Live				
 5.17 2.9 RAA Application Go Live 5.18 2.10 Web-Site Specification 5.19 2.11 Web-Site Build & Test 						l's Appre							- K					Tees Val				
5.20 2.12 RAA Web-Site Implementation 5.21 2.13 RAA Domain Name Registration RAA End-User ICT						I Counci							oft Launc					doption				
5.22 RAA Staffing Numbers (& Names?) Agreed ICT Equipment Type Decision Made (Desktop, Mobility, Telephony) 5.24 ICT Equipment Ordered and Delivered						ne 1 - Al							ne 2 - So					one 3 - Ac				
5.25 ICT Equipment Ordered and Delivered 5.25 ICT Equipment Configured, Installed & Handover 5.26 ICT User Accounts Created 5.27 RAA On-Line Storage Configured & Migrated						Milesto							Milesto					Milesto				
5.28 RAA End User ICT Complete 6 Design / Practice Group																						
6.1 High Level Future state map 6.2 Develop RAA transition plan 6.3 Lean / New Ways of Working all elements of the new service																						
 6.4 Define ICT requirements – Ways of Working 6.5 Develop all policies and procedures 6.6 Detailed JD/PS roles and responsibilities 																						
 Decision making and protocols Brand Name of new RAA – assume Adoption Tees Valley 																						
7.1 Name of New KAA – assume Adoption rees valley 7.2 Identify / Contract with Branding Company 7.3 Design of Brand – what do we stand for? 7.4 Establish web site – transactional / online forms																						
 7.5 Marketing and awareness 7.6 Posters 7.7 Leaflets and information 																						
7.8 Accommodation Brand / colours / Name plates 8 Information Governance and Data Protection 8.1 Data Protection registration																						
8.2 Privacy Impact Assessment 8.3 Information and Data ownership 8.4 Information Sharing Agreements																						
Records Management / Storage / retention IG policies and procedures Complaints / customer feedback / escalation policy / role of RAA Board																						
8.8 Training and Awareness 8.9 Freedom of Information 8.10 Lone Working policy																						
9 Accommodation 9.1 Accommodation specification 9.2 Location / Accommodation identified																						
9.3 Furniture 9.4 Networks and ICT (see ICT) 9.5 Building contracts – cleaning / security																						
 9.6 Public front door / site branding 9.7 Reconfiguration of space 9.8 Logistics: Address / post / phone numbers / staff passes 																						
10 Performance Management Develop new performance management framework and agree Balanced Scorecard)																					
10.2 Set first year targets Agree roles and responsibilities (who collects what, who report what, statutory returns) Data Quality and transfer arrangements agreed and	ts																					
10.4 implemented. SLA's who need to do what to support the business (agreements between all parties) including Information 10.5 Governance Information Sharing Agreements																						
10.6 Development of business intelligence to inform service design HR and Staffing																						
 Staff and Union engagement / consultation Baseline current staffing structures Agree process for managing change 																						
11.4 Resolve DBC Pensions issue 11.5 Develop outline staffing structures 11.6 Development of Job Description and Person Specifications																						
11.7 Job Evaluation 11.8 Due Diligence 11.9 Formal Consultation on new structure																						
11.10 Assimilation of people into roles 11.11 Recruit Adoption Tees Valley Service Manager 1.12 Adoption Tees Valley Service Manager in post 11.13 Appoint into remaining posts / TUPE transfer																						
11.13 Appoint into remaining posts / TUPE transfer EE new starters / payroll / passes / car parking access to Agresso / PSE																						
12 RAA Transition Plan 12.1 Start new Adoption work 12.2 Manage Work in Progress 12.3 Final transfer of all Adoption cases																						
12.4 Team Building 12.5 Training and Workforce Development 12.6 Establish the Business																						
12.7 Culture and Organisational Development 12.8 Benefits Management Strategy 12.9 Benefit realisation																						
13 Local Authority Transition Plan 123.1 Engagement / Consultation with staff and unions 13.2 New Ways of working designed																						
 13.3 New Staffing structure JD/PS agreed - JE 13.4 Scheme of Delegation (review / check) 13.5 Formal consultation staff and unions 																						
 13.6 Recruit to new structure 13.7 New operational policies and procedures 13.8 Establish new budget 																						
 13.9 ICT - Data Transfer 13.10 ICT - Notice period for any redundant ICT 13.12 Communication and awareness of new arrangements 13.13 Amend all leaflets / web 			See ICT lee Brand																			
14 Stakeholder Management and Engagement 14.1 Identify all key stakeholders																						
14.2 Develop stakeholder management strategy 14.3 Develop communications plan 14.4 Implement communications plan																						

