

PROJECT SCOPE AND BRIEF

PROJECT NAME				
Community Safety/Partnership Strategic Assessment (PSA)				
PROJECT SPONSOR NAME/SERVICE/DIRECTORATE	PROJECT LEAD	PROJECT TEAM		
Marc Stephenson Community Protection & Resilience Community Services and Transport	Johanne Parker	Arron Bendelow (ABe) Johanne Parker (JP) Others, as required, in SBC, Cleveland Police, Cleveland Fire Brigade, Health and other partner organisations		
OBJECTIVES				
<ul style="list-style-type: none"> Produce for the Project Sponsor by 30 June 2021 a concise, PowerBI based PSA, to be named 'Stockton on Tees PSA Dashboard' comprised of all available data from community safety partnership members Support the Project Sponsor to use the 'Stockton on Tees PSA Dashboard' to shape and inform future Stockton on Tees Community Safety Partnership strategic priorities The purpose of the PSA is to provide knowledge and understanding of community safety issues to the members of the partnership. Continue to maintain and when required further develop the 'Stockton on Tees PSA Dashboard' for the Project Sponsor as a tool for the monitoring of change over time in Stockton on Tees Community Safety Partnership strategic priorities 				
AIMS				
<ul style="list-style-type: none"> Enable the Stockton on Tees Community Safety Partnership to use evidence from its member organisations to shape and inform its future strategic priorities and activities Dashboard to include as much information as possible from iQanta (noting that iQanta data may not be published) Dashboard to use data for the period 2017/18 – 2020/21 Dashboard to use the iQanta nearest neighbour group for all possible comparative analysis 				
ASSUMPTIONS				
<ul style="list-style-type: none"> Project Team available resources will not be reduced before the Project is complete The approved PSB may be changed at any time and timescales adjusted as necessary Required data from all sources is made available when requested The quality of data from all sources is the responsibility of the data provider There will be no changes to the statutory requirement of the PSA before completion 				
TASKS (ONE PER ROW)	SOLUTION(S)	RESPONSIBLE OFFICER(S)	TIMINGS (INCL. ALL MILESTONES, FREQUENCIES AND DEADLINES)	NOTES, ISSUES, QUERIES, MATTERS ARISING
Collect data from all CSP members	AB to collect data from within SBC, Cleveland Police, Cleveland Fire Brigade, Health and other CSP Partners as required	Arron Bendelow	28/05/21	•
PowerBI data model constructed	AB to use all data collected from CSP Partners	Arron Bendelow	04/06/21	•
PowerBI report designed and built	AB to use data model	Arron Bendelow Johanne Parker	18/06/21	•
Data quality examined and improved as required	AB to examine PowerBI report to identify and understand all apparent data quality issues and liaise with data providers to resolve them to ensure that Dashboard data quality is as good as it possibly can be	Arron Bendelow	25/06/21	•
DRAFT 'Stockton on Tees PSA Dashboard' reviewed by Project Lead	JP to review Dashboard and AB to resolve any matters arising	Johanne Parker Arron Bendelow	30/06/21	•
DRAFT 'Stockton on Tees PSA Dashboard'	AB and JP to meet with MS to share	Arron Bendelow	30/06/21	•

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shared with Project Sponsor	Dashboard and advise on usage. This to include summary of key findings emerging from the Dashboard.	Johanne Parker Marc Stephenson		
Feedback received from Project Sponsor on DRAFT 'Stockton on Tees PSA Dashboard'	MS to advise JP and AB of all immediately required changes to Dashboard	Marc Stephenson Johanne Parker Arron Bendelow	09/07/21	•
FINAL 'Stockton on Tees PSA Dashboard' shared with Project Sponsor for purpose of constructing the 'Stockton on Tees Community Safety Partnership PSA, 2021/22'	AB to share the final Dashboard with DSA via email, providing 121 support on using the Dashboard to MS thereafter as required	Arron Bendelow Johanne Parker	16/07/21	•
Develop FINAL 'Stockton on Tees PSA Dashboard' with Project Sponsor to enable it to become the tool with which the Stockton on Tees Community Safety Partnership monitors outcomes against their strategic priorities	Once Stockton on Tees Community Safety Partnership PSA finalised, Dashboard to be developed to have an easily accessible, single page based, 'PSA Progress Overview' to going forward be maintained and shared with the CSP for monitoring of progress against strategic priorities	Marc Stephenson Johanne Parker Arron Bendelow	TBC – can only be done once the PSA Strategic Priorities are identified	•
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