

Appendix 2 – Project Timetable

Gateway Review Integrated Plan: Comms		13/10/2023		2023																												2024		
Task on track/complete	Board Meeting	Week	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3							
Task delayed	Project Milestone	Qtr.	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q1	Q1	Q1							
Task delayed; escalate	Initial DHLUC Deadline	W/C Date	31st	7th	14th	21st	28th	4th	11th	18th	25th	2nd	9th	16th	23rd	30th	6th	13th	20th	27th	4th	11th	18th	25th	1st	8th	15th							
Current date		Month	Jul	Aug	Aug	Aug	Aug	Sep	Sep	Sep	Sep	Oct	Oct	Oct	Oct	Oct	Nov	Nov	Nov	Nov	Dec	Dec	Dec	Dec	Jan	Jan	Jan							
2. Comms		Resource	Annual Leave																												Start			
2.1	SharePoint Piece	UH																																
2.2	Sway / Wlog (Non Targeted)		28-Jul																															
2.2.1	Contact Alan/PA re vid	AW / Comms	Internal																															
2.2.2	Anna contact comms	OS	Internal																															
2.2.3	Anna Write script and review with Jairo	Comms / AW / AR	Int / Ext																															
2.2.4	Video Production	AW	Internal																															
2.2.5	Sway Article Draft	AW / FB	Internal																															
2.2.6	Arrange internal comms dissemination approach	Comms	Internal																															
2.2.7	Publish Sway Article Inc Video	AW	External																															
2.2.8	Draft External Comms Email	OS	External																															
2.2.9	Contact External Comms Team	Comms	External																															
2.2.10	External Email Send	Comms	External																															
2.3	Targeted Emails																																	
2.3.1	Identify Numbers of Email Drafts Required	OS	Internal																															
2.3.2	Draft Emails for Alan to send	OS	Internal																															
2.3.3	Prepare Microsoft Form for Email	UH	Internal																															
2.3.4	Send Emails to PM's (Wave 3)	Sarah Milne	OUT: Umar arrange meetings																															
2.3.6	Send Emails to e-survey respondents (Wave 3)	Sarah Milne																																

Gateway Review Integrated Plan: Mid Term		13/10/2023		2023																												2024		
Task on track/complete	Board Meeting	Week	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3							
Task delayed	Project Milestone	Qtr.	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q1	Q1	Q1							
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Current date		Month	Jul	Aug	Aug	Aug	Aug	Sep	Sep	Sep	Sep	Oct	Oct	Oct	Oct	Oct	Nov	Nov	Nov	Nov	Dec	Dec	Dec	Dec	Jan	Jan	Jan							
3. Mid Term Report		Resource	Annual Leave																												Start			
3.1	Meet with Thrive to discuss Mid Term Support	OS / AW	17-Aug																															
3.2	Progress Evidence - Transport Fund		D1.2																															
3.2.1	Collect Monitoring Data (Expenditure) [Chapter 2]	PMO - BW	Evidence TrackJT: PM Consultations																															
3.2.2	Complete Chapter Monitoring Data (Expen Sum) [Chapter 2]	PMO - BW	D1.2																															
3.2.3	Agree Monitoring Data (Outputs) [Chapter 3]	PMO - BW	D1.2																															
3.2.4	Complete Chapter Monitoring Data (Outputs) [Chapter 3]	PMO - BW	D1.2																															
3.2.5	Set up PM Consultations	UH	IN: Direct Comms																															
3.2.6	PM Consultations	Thrive	IN: Direct Comms																															
3.2.7	Send email to Central Team colleagues (Set up consults)	Thrive	IN: Direct Comms																															
3.2.8	Central Team Consultations	Thrive	IN: Direct Comms																															
3.2.9	Compile Evidence Papers [Chapter 4 / 5]	Thrive	D1.2																															
3.2.10	Prepare Evidence Paper - check cohesive document	WYCA	D1.2																															
3.3	Progress Evidence - Gainshare		D1.1																															
3.3.1	Collect Monitoring Data (Expenditure) [Chapter 2]	UH	OUT: PM Consultations																															
3.3.2	Verify returned monitoring data / update evidence tracker	UH / SW	D1.1																															
3.3.3	Complete Chapter Monitoring Data (Expen Sum) [Chapter 2]	PMO - SW	D1.1																															
3.3.4	Request Monitoring Data (Outputs) [Chapter 3]	AW / IP Leads	D1.1																															
3.3.5	Complete Chapter Monitoring Data (Outputs) [Chapter 3]	AW	D1.1																															
3.3.6	Set up PM Consultations	UH	IN: Direct Comms																															
3.3.7	PM Consultations	Thrive	IN: Direct Comms																															
3.3.8	Send email to Central Team (excl IP Leads)	Thrive	IN: Direct Comms																															
3.3.9	Central Team Consultations	Thrive	IN: Direct Comms																															
3.3.10	Compile Evidence Papers [Chapter 4 / 5]	Thrive	D1.1, D1.2																															
3.3.11	Prepare Evidence Paper - check cohesive document	WYCA	D1.1, D1.2																															
3.4	Complementary Workstream (Capacity Development)		D3																															
3.4.1	Prepare Survey Questions	UH	D3																															
3.4.2	Review Survey Questions	Evaluation Team	D3																															
3.4.3	Compile distribution list	UH	D3																															
3.4.4	Build Survey into Forms / Snap	OS	D3																															
3.4.5	Email out e-surveys to Stakeholders	OS	OUT: SH Email																															
3.4.6	Compile/analyse stakeholder survey responses	BW	D3.1,3.2																															
3.4.7	Prepare Evidence Paper [Chapter 3]	BW	D3.1,3.2																															
3.4.8	Prepare Evidence Paper [Chapter 1 and 2]	HW / CFC / CT	D3.1,3.2																															
3.5	Submit Evidence, Review, Report		D1.1, D1.2, D2, D3																															
3.5.1	Submit Evidence Papers (4)		D3.1,3.2																															
3.5.2	Current Mid Term Report Evidence Deadline		D3.1,3.2																															
3.5.3	IEP Review Evidence / Questions		D1.1																															
3.5.4	Mid Term Report Prepared		Mid Term Report Deadline																															
3.5.5	Current Mid Term Report Deadline																																	

Gateway Review Integrated Plan: Procurement		13/10/2023		2023																												2024		
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Current date		Month	Jul	Aug	Aug	Aug	Aug	Sep	Sep	Sep	Sep	Oct	Oct	Oct	Oct	Oct	Nov	Nov	Nov	Nov	Dec	Dec	Dec	Dec	Jan	Jan	Jan							
4.1	LEF v3	Resource	Annual Leave																												Start			
4.1.1	LEF v3 Submitted	CC	26-Jul																															
4.1.2	LEF v3 Comments	SQW/OS/AW	09-Aug																															
4.2	LEF v4		OUT: Tender Start																															
4.2.1	Meet with Thrive to arrange impact/PP Chapter work																																	
4.2.2	Thrive Draft Chapter 6 - GS Impact																																	
4.2.3	Thrive Draft Chapter 8 - GS PP																																	
4.2.4	Thrive Draft Chapter 7 - TF PP																																	
4.2.5	Thrive Draft Chapter 5 - TF Impact																																	
4.2.6	WYCA General Comments																																	
4.2.7	WYCA Review and cohesive check																																	
4.2.8	LEF v4 Submitted																																	
4.2.9	IEP Review LEF v4 (RAG Rate)																																	
4.2.10	LEF v4 accepted																																	
5. Final Report			IN: LEF Sign Off																															
5.1	Procurement																																	
5.1.1	Supplier Engagement Sessions																																	
5.1.2	Procurement Initiation meeting																																	
5.1.3	Assess required data for input into brief																																	
5.1.4	Understand WYCA input into tender/workpackage	AW / PMO																																
5.1.5	Prepare Statement of Requirements / Tender Docs																																	
5.1.6	Advert dispatch date		Dependent on LEF v4																															
5.1.7	Tender Return Date																																	
5.1.8	Bid Evaluation / Social Portal Evaluation																																	
5.1.9	Award Date																																	
5.1.10	Legal approval																																	
5.1.11	Contact start																																	
5.2	Final Report Evidence Gathering																																	
5.2.1	Inception Meetings with Consultant																																	
5.2.2	Final Term Evidence Gathering Begin																																	