Appendix 3 – Project Timetable

Gateway Review Integrated Plan: Comms 07/11/2023

Task on track/complete | Task delayed | Task delayed; escalate | Current date

Board Meeting | Project Milestone | Initial DHLUC Deadline

					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
					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
					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
					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
					Annual Leave				BH 28th		AW 8th			OS / PB 22nd - 29th		OS 6th - 11th			BW 30th - 3rd			JF 22nd - 24th				BH 25/26th		BH 1st	
Task No.	Task / Category	Resource	Deliverable	Dependencies	Notes					29th Aug					3rd Oct			24th Oct					28th Nov			19th Dec			
2.	Comms																												
2.1	SharePoint Piece	UH				28-Jul																							
2.2	Sway / Vlog (Non Targeted)																												
2.2.1	Contact Alan/PA re vid	AW / Comms			Internal																								
2.2.2	Anna contact comms				Internal																								
2.2.3	Anna Write script and review with Jairo																												
2.2.4	Video Production	Comms / AW / AR			Int / Ext																								
2.2.5	Sway Article Draft	AW			Internal																								
2.2.6	Arrange Internal comms dissemination approach	AW / PB			Internal																								
2.2.7	Publish Sway Article inc Video	Comms			Internal																								
2.2.8	Draft External Comms Email	AW			External																								
2.2.9	Contact External Comms Team	OS			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																											
~~2.3.3~~	~~Prepare Microsoft Form for Email~~	~~UH~~																											
2.3.4	Send Emails to PM's (Wave 1)	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 07/11/2023

Task on track/complete | Task delayed | Task delayed; escalate | Current date

Board Meeting | Project Milestone | Initial DHLUC Deadline

					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
					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
					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
					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
					Annual Leave				BH 28th		AW 8th			OS / PB 22nd - 29th		OS 6th - 11th			BW 30th - 3rd			JF 22nd - 24th				BH 25/26th		BH 1st	
Task No.	Task / Category	Resource	Deliverable	Dependencies	Notes					29th Aug					3rd Oct			24th Oct					28th Nov			19th Dec			
3.2	Progress Evidence - Transport Fund		D1.2																										
3.2.1	Collect Monitoring Data (Expenditure) [Chapter 2]	PMO - BW	Evidence Track	OUT: PM Consultations					25-Sep																				
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																											
3.2.5	Set up PM Consultations	UH																											
3.2.6	PM Consultations	Thrive		IN: Direct Comms																									
3.2.7	Send email to Central Team colleagues (Set up consults)																												
3.2.8	Central Team Consultations	Thrive																											
3.2.9	Compile Evidence Papers [Chapter 4 / 5]	Thrive	D1.2																										
3.2.10	Prepare Evidence Paper - check cohesive document	WYCA	D1.2																			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 tracke	UH / SW											22-Sep																
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																											
3.3.7	PM Consultations	Thrive		IN: Direct Comms																									
3.3.8	Send email to Central Team (excl IP Leads)																												
3.3.9	Central Team Consultations	Thrive																											
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																				D1.1						
3.4	Complementary Workstream (Capacity Development)		D3																										
3.4.1	Prepare Survey Questions	UH																											
3.4.2	Review Survey Questions	Evaluation Team																											
3.4.3	Compile distribution list	UH																											
3.4.4	Build Survey into Forms / Snap	OS																											
3.4.5	Email out e-surveys to Stakeholders	OS		OUT: SH Email																									
3.4.6	Compile/analyse stakeholder survey responses	BW																											
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																				D3.1/3.2						
3.5	Impact Further Scoping																												
3.5.1	Produce further scoping Paper		D4																										
3.5.2	Receive first draft from Thrive		D4																										
3.6	Submit Evidence, Review, Report		D1.1, D 1.2, D2, D3.1, D3.2, D4																				D1.2						
3.6.1	Submit Evidence Papers (x4)																												
3.6.3	IEP Review Evidence / Questions																												
3.6.4	Mid Term Report Prepared																												

Gateway Review Integrated Plan: Procurement 07/11/2023

Task on track/complete | Task delayed | Task delayed; escalate | Current date

Board Meeting | Project Milestone | Initial DHLUC Deadline

					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
					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
					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
					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
					Annual Leave				BH 28th		AW 8th			OS / PB 22nd - 29th		OS 6th - 11th			BW 30th - 3rd			JF 22nd - 24th				BH 25/26th		BH 1st	
Task No.	Task / Category	Resource	Deliverable	Dependencies	Notes					29th Aug					3rd Oct			24th Oct					28th Nov			19th Dec			
4.1	LEF v3																												
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									1st draft	Final	11-Sep																	
4.2.3	Thrive Draft Chapter 8 - GS PP									1st draft	Final	11-Sep																	
4.2.4	Thrive Draft Chapter 7 - TF PP									1st draft	Final	14-Sep																	
4.2.5	Thrive Draft Chapter 5 - TF Impact										15-Sep	1st draft	Final	20-Sep															
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	Procurement																												
5.1	Supplier Engagement Sessions	OS / AW / CS																											
5.2	Procurement Initiation meeting	OS / AW / CS									07-Sep																		
5.3	Assess required data for input into brief	AW / PMO																											
5.4	Understand WYCA input into tender/workpackage	OS / AW / CS																											
5.5	Prepare Statement of Requirements / Tender Docs	OS / AW / CS																											
5.6	Advert dispatch date	CS		Dependent on LEF v4												09-Oct													
5.7	Deadline for clarifications	CS																	30-Oct										
5.8	Deadline for clarifications responses	CS																		06-Nov									
5.9	Tender Return Date	CS																			13-Nov								
5.10	Bid Evaluation / Social Portal Evaluation	OS / AW / UH																			15-Nov - 27-Nov								
5.11	Consensus meetings	OS / AW / UH / CS																				29-Nov - 30 Nov							
5.12	Award Date	CS																						06-Dec					
5.13	Inform unsuccessful tenderers																								11-Nov				
5.14	Legal approval	JP																								20-Dec			
5.15	Contract start																											04-Jan	