

ID	Task Name	Duration	Start	Finish	Resource Names	Predecessors	05 Jan '15	12 Jan '15	19 Jan '15	26 Jan '15	02 Feb '15	09 Feb '15
1	Project Governance and Management of Pilot											
2	Initial Project Plan	0 days	Mon 29/09/14	Mon 29/09/14	AR							
3	Project Plan developed and Milestones agreed	44 days	Mon 29/09/14	Fri 27/11/14	PIB							
4	Leads agreed for each area	19 days	Fri 07/11/14	Fri 03/12/14	PIB							
5	Identify other agencies providing Dementia Services in CEC and invite to PIB Meetings	13 days	Tue 21/10/14	Thu 06/11/14	JG							
6	Length of Pilot agreed	1 day	Tue 21/10/14	Tue 21/10/14	BS							
7	Project Implementation Board Membership agreed	17 days	Tue 21/10/14	Fri 12/11/14	PIB							
8	Budget Allocation and Monitoring	395 days	Mon 13/10/14	Fri 15/04/16	JG							
9	Produce Interim Evaluation Report	0 days	Fri 14/08/15	Fri 14/08/15	JG							
10	Produce Final Evaluation Report	0 days	Fri 14/08/15	Fri 14/08/15	JG	9						
11	Secure Approval for BAU or to Commission the service externally	1 day	Fri 14/08/15	Fri 14/08/15	JG	10						
12	Risks and Issues Identified	29 days	Tue 14/10/14	Fri 21/11/14	PIB							
13	Risks and Issues Monitored	135 days	Mon 24/11/14	Fri 29/05/15	PIB							
14	Specification											
15	Confirm scope	34 days	Tue 14/10/14	Fri 28/11/14	JG							
16	Develop specification	83 days	Wed 08/10/14	Fri 30/01/15	JG,LET							
17	Development & sign off of SLA for Care4CE	40 days	Mon 02/02/15	Fri 27/03/15	JG,TH	16						
18	Estimate Demand for Service	57 days	Thu 11/12/14	Fri 27/02/15	TH							
19	Establish KPIs	97 days	Mon 17/11/14	Tue 31/03/15	JG,TH,external							
20	New Team Structure											
21	Structure and Grades for new team agreed	40 days	Mon 06/10/14	Fri 28/11/14	PK,SJ,BS,JG							
22	Job Descriptions and Person Specs updated - Grade 8s x 2, Grade 7s x 10	5 days	Mon 01/12/14	Fri 05/12/14	PK,SJ	21						
23	Posts advertised (internally & externally)	19 days	Mon 08/12/14	Thu 01/01/15	PK,HR,SJ	22						
24	Shortlisting	9 days	Tue 13/01/15	Fri 23/01/15	PK,SJ,CB,EH	23						
25	Confirmation of Approval to Appoint from RW	27 days	Thu 18/12/14	Fri 23/01/15	LET							
26	Book rooms for interviews and Assessment Centre	8 days	Wed 14/01/15	Fri 23/01/15	SJ	24						
27	Send Invites for Interviews Grade 8s and 6s	6 days	Fri 23/01/15	Fri 30/01/15	SJ,ESC	24						
28	Develop Assessment Centre tasks and prep for interviews	23 days	Wed 14/01/15	Fri 13/02/15	GS,SJ,PK	24						
29	Grade 8s and 6s Interviews & Assessment Centre 2 or 3 days	5 days	Mon 23/02/15	Fri 27/02/15	HR,LB,PK,SJ	27						
30	Appoint 2 x Grade 8s and 10 x Grade 6s	1 day	Fri 27/02/15	Fri 27/02/15	HR,LB,PK,SJ	25,29						
31	Grade 8s in post (assume 4 week notice + 2 week appts letters)	0 days	Mon 13/04/15	Mon 13/04/15		30						
32	Grade 6s in post (assume 4 week notice + 2 week appts letters)	0 days	Mon 13/04/15	Mon 13/04/15		30						
33	Job Descriptions and Person Specs updated - Grade 4 posts x 2	5 days	Mon 19/01/15	Fri 23/01/15	PK,SJ	21						
34	Approval to advertise Grade 4s from RW	27 days	Thu 18/12/14	Fri 23/01/15	LET							
35	Posts advertised (internally & externally) closing date 13/2	3 days	Mon 26/01/15	Fri 28/01/15	SJ,ESC	33,34						
36	Shortlisting, book rooms	3 days	Mon 16/02/15	Fri 18/02/15	SJ,EH,CB	35						
37	Send Invites for Interviews Grade 4s	3 days	Wed 18/02/15	Fri 20/02/15	SJ,ESC	36						
38	Grades 4 Interviews	2 days	Thu 05/03/15	Fri 06/03/15	SJ,GS,EH,CB	37						
39	Appoint Grade 4 posts	0 days	Fri 06/03/15	Fri 06/03/15	RM?,SJ,LB	38						
40	Grades 4s in post (assume 4 week notice + 2 week appts letters)	0 days	Mon 13/04/15	Mon 13/04/15		39						

Project: Dementia Pilot Project Plan  
Date: Thu 15/01/15

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Deadline

Progress

ID	Task Name	Duration	Start	Finish	Resource Names	Predecessors	05 Jan '15	12 Jan '15	19 Jan '15	26 Jan '15	02 Feb '15	09 Feb '15	
41	Confirm location of new teams	20 days	Mon 19/01/15	Fri 13/02/15	PK,SJ								PK,SJ
42	Toolkit, Research & Training												
43	Map Existing Dementia Services in Cheshire East	50 days	Mon 03/11/14	Fri 09/01/15	PIB								PIB
44	Research into academic studies on Dementia services	20 days	Mon 03/11/14	Fri 28/11/14	TH								
45	Research other Dementia services in the UK and Europe	20 days	Mon 03/11/14	Fri 28/11/14	TH								
46	Research innovative solutions, technology & AT to support clients	81 days	Fri 17/10/14	Fri 06/02/15	PIB								PIB
47	Development of Toolkit for Team to use with clients	55 days	Mon 05/01/15	Fri 20/03/15	TH,SJ,EH,CB	46							
48	Training Programme developed	15 days	Mon 23/03/15	Fri 10/04/15	GS,SJ,TH	47							
49	Client Data Recording												
50	Development of Questionnaires/baseline info for service users (individuals and families/carers)	40 days	Mon 05/01/15	Fri 27/02/15	SJ,TH,external								
51	Development of Format of Client's 'Action Plan' record	50 days	Mon 05/01/15	Fri 13/03/15	CB,EH,SJ,TH	50							
52	Agree Recording Method prior to Liquid Logic	50 days	Mon 05/01/15	Fri 13/03/15	CB,EH,SJ,TH	51							
53	Develop Recording System in Liquid Logic	50 days	Mon 05/01/15	Fri 13/03/15	CB,EH,SJ,TH	51							
54	Communications												
55	Initial Comms Plan produced	16 days	Mon 01/12/14	Mon 22/12/14	AR								
56	Logo Developed	22 days	Thu 01/01/15	Fri 30/01/15	AR								AR
57	Final Comms Plan	29 days	Tue 23/12/14	Fri 30/01/15	AR	55							AR
58	Provide Info & Advice for the new ASC Webpages (Care Act)	27 days	Thu 01/01/15	Fri 06/02/15	LET								LET
59	Launch Of Pilot	0 days	Fri 01/05/15	Fri 01/05/15	AR								
60	Information Governance												
61	Julie Gibbs and Kate to confirm Restrictions for Data Collection for pilot	65 days	Mon 01/12/14	Fri 27/02/15	SJ								
62	Develop Data Sharing Protocol (for clients & other agencies)	65 days	Mon 01/12/14	Fri 27/02/15	SJ	61							
63	IT Equipment												
64	Obtain advice from IT for best kit for staff	56 days	Mon 01/12/14	Mon 16/02/15	TH,SJ								
65	Order IT equipment and phones	1 day	Tue 17/02/15	Tue 17/02/15	SJ	64							
66	Performance Monitoring and Evaluation												
67	Procurement of External Partner for Advice & Evaluation	50 days	Mon 08/12/14	Fri 13/02/15	JG,TH								JG,TH
68	Explore & develop Evaluation options with external partner	20 days	Mon 16/02/15	Fri 13/03/15	TH,JG,external	67							
69	Develop Monitoring system for KPIs	20 days	Mon 16/02/15	Fri 13/03/15	TH,SJ	68							
70	Establish Baseline information	30 days	Mon 02/02/15	Fri 13/03/15	TH,external	69							
71	Collate data and produce monthly reports	262 days	Fri 01/05/15	Mon 02/05/16	Tbc	69							
72													

Project: Dementia Pilot Project Plan  
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Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

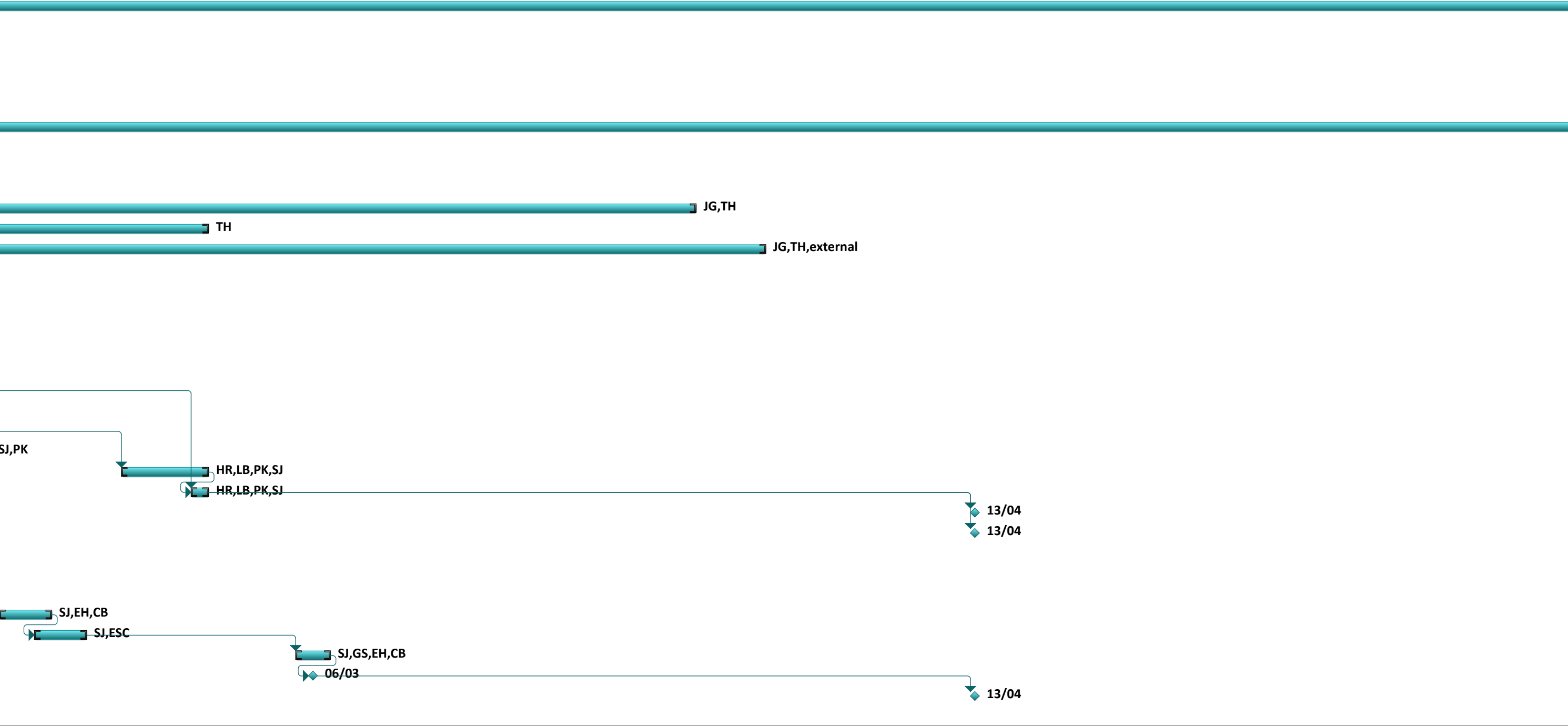
Manual Summary

Start-only

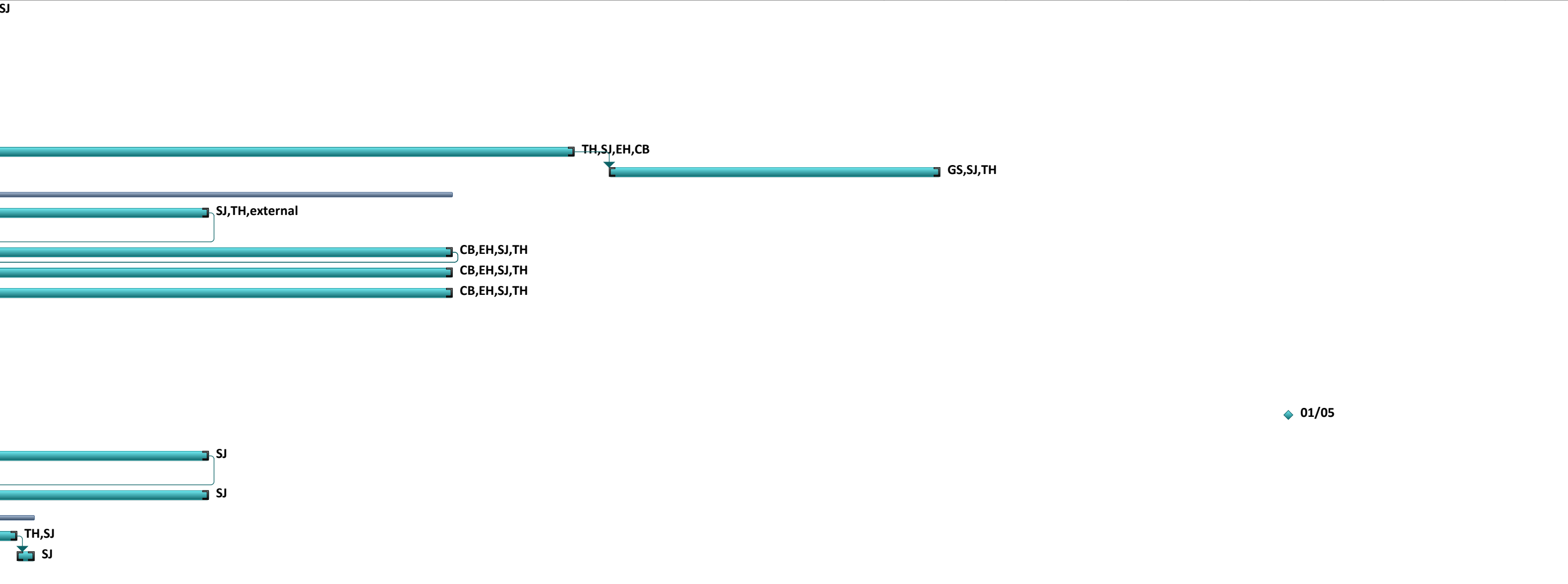
Finish-only

Deadline

Progress



Project: Dementia Pilot Project Pla Date: Thu 15/01/15	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only			
	Summary		Inactive Task		Duration-only		Finish-only			



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	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only			
	Summary		Inactive Task		Duration-only		Finish-only			