

APPENDIX 1 - Phase 2 Programme Delivery Plan

ID	Task Name	Duration	Start	Finish	Predecessor	Resource Names	% Complete	13 Jan '14	20 Jan '14	27 Jan '14	03 Feb '14	10 Feb '14	17 Feb '14	24 Feb '14	03 Mar '14	10 Mar '14	17 Mar '14	24 Mar '14	31 Mar '14				
1	Operating the Company	56 days?	Mon 13/01/14	Mon 31/03/14			86%	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
2	Essential Marketing and comms	50 days?	Tue 21/01/14	Mon 31/03/14			90%																
3	Email name change	40 days?	Tue 21/01/14	Mon 17/03/14		MB	95%																
4	Brand ID, Uniforms/Badges	50 days?	Tue 21/01/14	Mon 31/03/14		MB	95%																
5	Intranet	50 days?	Tue 21/01/14	Mon 31/03/14		MB	80%																
6	Staff presenting the Company - Answer phones, uniforms, email (co.uk)	40 days?	Tue 21/01/14	Mon 17/03/14		MB	90%																
7	Launch Comms	50 days?	Tue 21/01/14	Mon 31/03/14		MB	90%																
8	Schools engagement	50 days?	Tue 21/01/14	Mon 31/03/14		MB	80%																
9	Customer Pathways (day1 Contact medium)	50 days?	Tue 21/01/14	Mon 31/03/14		MB	100%																
10	Oracle Build & Go-live (min critical functionality)	55 days?	Mon 13/01/14	Fri 28/03/14			97%																
11	Create Spec/Validate Specs	5 days?	Mon 13/01/14	Fri 17/01/14		AD	100%																
12	SIT Build	10 days?	Mon 20/01/14	Fri 31/01/14	11	AD	100%																
13	Execute SIT	10 days?	Mon 03/02/14	Fri 14/02/14	12	AD	100%																
14	Execute UAT	10 days?	Mon 17/02/14	Fri 28/02/14	13	AD	100%																
15	UAT Contingency	5 days?	Mon 03/03/14	Fri 07/03/14	14	AD	100%																
16	Production Build	15 days?	Mon 10/03/14	Fri 28/03/14	15	AD	90%																
17	Relocation	50 days?	Tue 21/01/14	Mon 31/03/14			96%																
18	Fully complete before 1st April	20 days?	Tue 21/01/14	Mon 17/02/14		JC	100%																
19	Building Branded (Goldsmith)	50 days?	Tue 21/01/14	Mon 31/03/14		MB	95%																
20	Operational Structure	0 days	Mon 31/03/14	Mon 31/03/14			0%																
21	Operate from new TOM	0 days	Mon 31/03/14	Mon 31/03/14		JC	0%																
22	Governance Manual	41 days?	Mon 03/02/14	Mon 31/03/14			73%																
23	Financial regs	41 days?	Mon 03/02/14	Mon 31/03/14		GG	80%																
24	H&S Policy	41 days	Mon 03/02/14	Mon 31/03/14		DW	75%																
25	FSOD	31 days?	Mon 17/02/14	Mon 31/03/14		JC/AD	60%																
26	Agree KPI's	19 days?	Tue 04/02/14	Fri 28/02/14			90%																
27	Company agreement	19 days	Tue 04/02/14	Fri 28/02/14		GG	90%																
28	Client agreement	19 days?	Tue 04/02/14	Fri 28/02/14		GG	90%																
29	Non Financial reporting requirement	39 days?	Tue 21/01/14	Fri 14/03/14		GG	50%																
30																							
31	Financials	51 days?	Mon 20/01/14	Tue 01/04/14			87%																
32	Finalise cost base	29 days?	Mon 20/01/14	Thu 27/02/14			100%																
33	CoSocius TOM	10 days?	Mon 20/01/14	Fri 31/01/14		AD	100%																
34	Buy back (costed)	25 days?	Mon 20/01/14	Fri 21/02/14		GG/AD	100%																
35	Pensions	7 days?	Fri 24/01/14	Mon 03/02/14			100%																
36	Receive Actuarial Report	1 day?	Fri 24/01/14	Fri 24/01/14		GG	100%																
37	Resolve any resulting financial issues	3 days	Mon 27/01/14	Wed 29/01/14	36	GG/AD	100%																
38	Build into revised cost base	3 days?	Thu 30/01/14	Mon 03/02/14	37	AD	100%																
39	Operating Costs e.g. 3rd party spend, other spend	10 days?	Mon 20/01/14	Fri 31/01/14		AD	100%																
40	Corporate costs e.g. Property, NED's & Directors, external costs	10 days?	Mon 20/01/14	Fri 31/01/14		AD	100%																
41	State Aid & Pension consideration	11 days?	Thu 13/02/14	Thu 27/02/14		KM	100%																
42	Working Capital loan	17 days?	Thu 30/01/14	Fri 21/02/14		AD/GG	100%																
43	Agree rate of interest	17 days?	Thu 30/01/14	Fri 21/02/14		AD/GG	100%																
44	Cost of capital	3 days?	Thu 30/01/14	Mon 03/02/14		GG	100%																
45	Main Pricing Model/Pricing Catalogue	36 days?	Mon 20/01/14	Mon 10/03/14			88%																
46	Volumes	30 days	Mon 20/01/14	Fri 28/02/14		AT/GP	95%																
47	Cost of Service Catalogue - (Circulate to client)	6 days	Fri 21/02/14	Fri 28/02/14		AD/GG	100%																
48	Agree Service Specification CWAC	6 days	Mon 03/03/14	Mon 10/03/14	47	AT/GP	90%																
49	Agree Service Specification CEC	6 days?	Mon 03/03/14	Mon 10/03/14	47	AT/GP	40%																
50	Financial Forecasts	5 days?	Fri 28/02/14	Thu 06/03/14	32		83%																
51	Cash flow forecast	5 days?	Fri 28/02/14	Thu 06/03/14		AD	83%																
52	High level to work out the working capital loan requirements	1 day?	Fri 28/02/14	Fri 28/02/14		AD	100%																
53	Detailed and accurate to work out the actual in / outs for CoSocius to manage th	5 days?	Fri 28/02/14	Thu 06/03/14		AD	80%																
54	Post March Forecasting	0 days	Tue 01/04/14	Tue 01/04/14			0%																
55	P&L Forecast	0 days	Tue 01/04/14	Tue 01/04/14		AD	0%																
56	Balance sheet forecast	0 days	Tue 01/04/14	Tue 01/04/14		AD	0%																
57	Other Pricing Models/Processes	51 days?	Mon 20/01/14	Mon 31/03/14			83%																
58	Project costing billing model	30 days?	Mon 20/01/14	Fri 28/02/14		AD/KP	91%																
59	New rate card	30 days?	Mon 20/01/14	Fri 28/02/14		AD	100%																
60	New processes	25 days?	Mon 20/01/14	Fri 21/02/14		AT/GP	85%																
61	Client	25 days?	Mon 20/01/14	Fri 21/02/14		AT/GP	80%																
62	CoSocius	25 days?	Mon 20/01/14	Fri 21/02/14		AD	90%																
63	Ad-hoc billing process (e.g DBS, Avaya)	51 days?	Mon 20/01/14	Mon 31/03/14			60%																
64	Agree new Process	51 days?	Mon 20/01/14	Mon 31/03/14		AD	60%																
65	BAU Processes	51 days?	Mon 20/01/14	Mon 31/03/14			88%																
66	Councils	51 days?	Mon 20/01/14	Mon 31/03/14		AD	95%																
67	Schools	51 days?	Mon 20/01/14	Mon 31/03/14		MW/CM	80%																
68	Contracts (3rd Party)	29 days?	Tue 21/01/14	Fri 28/02/14			100%																
69	Prioritise contracts	7 days?	Tue 21/01/14	Wed 29/01/14		AD	100%																
70	Agree way forward	7 days?	Thu 30/01/14	Fri 07/02/14	69	AD	100%																

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