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	REF	Overdue	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	01-Dec-17	2018	15-Jan-16	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	2019	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19
PROJECT MANAGEMENT & OVERSIGHT																														
Public Consultation and Communication																												\rightarrow		
Identify Comms Resources	1	28																					=					$\overline{}$	\neg	
Comms Teams across Partners to be established	2																													
Comms Strategy to be agreed	3																													
PR Dates TBA	4																													
Committee Dates	7																													
KCC	5																						=					$\overline{}$	\neg	
Dartford	6																													
Tonbridge and Malling	7			20			5		6			19				4														
Tunbridge Wells	8	13				7	4 / 26		J								(end)	wk1	С											
Deadline - All Partners to have acquired MoU approval to commit to IAA and commence procurement	9	(Easter)			Proc & MoU (mid)				IAA (mid)																					
Key Specification & Conditions of Contract items approval NOM MODELLING /ANALYSIS	10								(mid)																					
Finalise NOM & WKJWP Briefing Paper	11	28																												
Include WKJWP Briefing Paper in MoU	12		2																											
FINANCE [PW]																														
Finance to review NOM Costings	13																													
Agree Financial Disaggregation principles	14																													
Draft Payment Mechanism proposals for discussion	15																													
Draft wording for payment mechanism to be included in IAA	16																													
Agree Payment Mechanism & Finalise IAA	17																													1
MoU / IAA & Critical Friends [DB]																														
Officers to Agree final version of Working MoU	18																													
Officers to draft & agree IAA draft	19																													
Officers to evaluate Critical Friends Lessons Learned for incorporation into IAA (s)	20																													
LEGAL [SS]																														
Legal Officers review & agree draft IAA	21																													
Final Version IAA agreed for inclusion within Partner Decision Reports	22																													
Legal Officers to agree Draft Conditions of Contract	23																													
Legal Officers to agree Procurement Method & Timetable	24																													
Legal Team to attend Procurement Dialogue [dates TBA]	25																													
Draft Information to Tenderers Pack	26																													
CONDITIONS OF CONTRACT [SS] Discovery - Collation of As-Is info per Partner	27																						•					-		
Reconciliation - To identify points of compromise and/ or	28																													
points of difference Conditions of Contract - Finalise & Agree	29																													
SPECIFICATION DEFINITION [DG]																														
Discovery - Collation of As-Is info per Partner	30																													
Prepare/draft Service Options Matrix	31																													
IT - Scope Councils interface reqm'ts with Contractor for callcentre/perf mgt	32																													
IT - Agree Contract Specification for IT Communications	33																													
Reconciliation - To identify Specification points of compromise and/ or points of difference	34																													

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		Overdue	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	01-Dec-17	2018	5-Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	2019	Jan-19	Feb-19	Mar-19	Apr-18	May-18	Jun-19	Jul-19
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Moderation - Policy moderation - aiming to provide a single set	35																														
Draft Contract Key Performance info & default system	36																													/	
Prep & Finalise (as late as possible) specification schedules and	37																														
key appendicies	37																														
Draft & Finalise Refuse Collection and Street Cleansing	38																													/	
Specification	00																														
Presentation - Internal sanity-check of audit trail from As-Is	39																														
model to Joint Spec																															
Presentation - Joint Spec for Procurement purposes	40																														
Officers to agree Joint Specification	41											_												-							_
PROCUREMENT																															
Agree Procurement Method & Timetable	42																														
Identify Partner peculiarities re Procurement procedures	43																														
Populate Project SCHEDULE with milestone activities	44																														
PROCUREMENT WORKSTEPS / TIMELINE OUTSTANDING	45											_																			
Contract Award	46																	2	?												\blacksquare
Contract Award Standstill (stat req - 10 days)	47																	16	?												
Contract Mobilisation / Implementation (min 6 mths)	48																														
Contract START Dates																															
Service Commences - Tonbridge and Malling	49																										1				
Service Commences - Tunbridge Wells	50																											1			
Service Commences - Dartford	51																														1
2019+ Governance / On-going Contract Mgmt																															
Discuss/Agree post-contract operating model (Client Structure -	52																														
Management & Monitoring)	52																														
Draft and Agree Lead Authority (or Administering Body) and	53																														
define responsibilities - incl in IAA																															
Discuss and Agree Performance Criteria and Mechansim (Client	54																														
Monitoring)	- '																														
Discuss and Agree Key Performance Indicators (link to	55																														
Specification ref 36)																															

KEY	
	Concern - Risk Item
	Overdue - But plans in place
	Agreed Timeline
	FIXED targets
	Fixed LENGTH constraints
	Outstanding Queries
5	Key dates added where relevant
	Alternate line shading for ease of review