Appendix C – Project Plan for implementing a Public Protection Partnership Quality Management System

Resource_Name	Task_Name	Duration	Start_Date	Finish_Date
Rosalynd Gater	Identify current system locations for PPP	1 day	10/05/2018	10/05/2018
Rosalynd Gater	Monthly QMS oversight meeting	195.25 days	22/05/2018	19/02/2019
Rosalynd Gater	Monthly QMS oversight meeting 3	0.25 days	22/05/2018	22/05/2018
Anna Smy	Update QMS to cover updating processes	0.5 days	01/06/2018	01/06/2018
Rosalynd Gater	Monthly QMS oversight meeting 4	0.25 days	20/06/2018	20/06/2018
Rosalynd Gater, Andrea Young, Anna Smy	Agreement as to working party for QMS	1 day	02/07/2018	02/07/2018
Rosalynd Gater	Monthly QMS oversight meeting 5	0.25 days	20/07/2018	20/07/2018
Rosalynd Gater	Monthly QMS oversight meeting 6	0.25 days	20/08/2018	20/08/2018
Team Managers	Identify where system is to be hosted	30 days	03/09/2018	12/10/2018
	Implementation Plan - to be determined	30 days	03/09/2018	12/10/2018
Team Managers	Team Manager engagement	0.5 days	11/09/2018	11/09/2018
Rosalynd Gater	Agree Roles and Responsibilities	0.5 days	11/09/2018	11/09/2018
Anna Smy	Agree contents for General Section (governance)	1 day	11/09/2018	11/09/2018
Working Party	Identify accreditation bodies	3 days	18/09/2018	20/09/2018
Working Party	Review Enforcement and Legal Process manual and configure to PPP format	1 day	20/09/2018	20/09/2018
Working Party	Identify any gaps in the processes within Enforcement and Legal Process manual	1 day	20/09/2018	20/09/2018
Rosalynd Gater, Andrea Young, Anna Smy, Sean Murphy	Agree Process Owner for Strategic, General and Operational and procedure owner for folders	0.25 days	20/09/2018	20/09/2018
Rosalynd Gater	Cost analysis of options	10 days	21/09/2018	04/10/18
Rosalynd Gater	Implementation Plan for necessary framework	1 day?	25/09/2018	25/09/2018
Working Party	Agree contents for the Strategic Section	1 day	01/10/2018	01/10/2018
Andrea Young	Set up Improvement Action Logs for PPP system	1 day	01/10/2018	01/10/2018
	Interim shared folder structure to be set up	20 days	01/10/2018	21/10/2018

Working Party	Agree contents for Operational Section	1 day	02/10/2018	02/10/2018
	Provide instructions on use of Improvement Action Logs	1 day?	15/10/2018	15/10/2018
Rosalynd Gater	Monthly QMS oversight meeting 7	0.25 days	16/10/2018	16/10/2018
	General Documents to move to new temp location	2 days	31/10/2018	October 2018
Rosalynd Gater	Monthly QMS oversight meeting 8	0.25 days	20/11/2018	20/11/2018
	Determine most appropriate and timescales for accreditation		30/11/2018	
Working Party	Partnership Support Team Documents to move to new temp location	2 days	30/11/2018	November 2018
Anna Smy	Audit Plan for Strategic Procedures	4 days	10/12/2018	13/12/18
Rosalynd Gater	Audit Plan for General Procedures	4 days	10/12/2018	13/12/18
Team Managers	Audit Plan for Operational Procedures	7 days	10/12/2018	18/12/18
Rosalynd Gater	Monthly QMS oversight meeting 9	0.25 days	18/12/2018	18/12/18
Joint Management Board	Accreditation			31/03/2020
Website Team	Intranet configuration discussions			October 2018
Working Party	Improvement Action Log review meetings - initial then set up regular ones going forward			
Working Party, Sean Murphy	Review of strategic documents - identify ones to be amended, deleted and gap analysis			
Working Party, Team Managers	Review of general documents - identify ones to be amended, deleted and gap analysis			
Working Party, Sean Murphy	Review and storage location of Health and Safety Risk Assessments			
Team Managers	Auditing	On-going		