Appendix B – Project Plan for implementing a Public Protection Partnership Quality Management System (Q3 2018/19)

Resource_Name	Task_Name	Duration	Start_Date	Finish_Date	Status Jan 2019
Team Managers	Identify where system is to be hosted	30 days	03/09/2018	12/10/2018	Update required
	Implementation Plan - to be determined	30 days	03/09/2018	12/10/2018	
Rosalynd Gater	Agree Roles and Responsibilities	0.5 days	11/09/2018	11/09/2018	Pre meeting booked with SM RG
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	Pre meeting booked with SM RG
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	Completed
Andrea Young	Set up Improvement Action Logs for PPP system	1 day	01/10/2018	01/10/2018	IAL template set up
	Interim shared folder structure to be set up	20 days	01/10/2018	21/10/2018	Complete
Working Party	Agree contents for Operational Section	1 day	02/10/2018	02/10/2018	Move to Feb 19 (following consultation)
	Provide instructions on use of Improvement Action Logs	1 day?	15/10/2018	15/10/2018	Complete
Rosalynd Gater	Monthly QMS oversight meeting 7	0.25 days	16/10/2018	16/10/2018	Complete
	General Documents to move to new temp location	2 days	31/10/2018	October 2018	Started to be populated
Rosalynd Gater	Monthly QMS oversight meeting 8	0.25 days	20/11/2018	20/11/2018	Complete – Dec 18

Resource_Name	Task_Name	Duration	Start_Date	Finish_Date	Status Jan 2019
JMB	Determine most appropriate and timescales for accreditation		30/11/2018		Update to board in Nov but no formal report/request submitted
Working Party	Partnership Support Team Documents to move to new temp location	2 days	30/11/2018	November 2018	Started to be populated
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	Information and specification requested
Working Party	Improvement Action Log review meetings - initial then set up regular ones going forward			December 2018	
Working Party, Sean Murphy	Review of strategic documents - identify ones to be amended, deleted and gap analysis			January 2019	
Working Party, Team Managers	Review of general documents - identify ones to be amended, deleted and gap analysis			January 2019	
Working Party, Sean Murphy	Review and storage location of Health and Safety Risk Assessments			November 2018	
Team Managers	Auditing	On-going			