

Appendix B West Berkshire CCTV Transfer Project Plan								
Task Name	Duration	Planned Start	Planned Finish	Actual Start	Actual Finish	R/A/G	Organisation responsible	Comments
Preparation Period								
Project Formal Initiation Meeting	2 hours	19/02/10	19/02/10	19/02/10	19/02/10	Green	WBC	
Technical Project Plan drawn up (owned and managed by RBWM)		01/03/10	01/03/10	01/03/10	01/03/10	Green	RBWM	
W&M to order 'link' and other equipment		01/06/10	01/06/10	01/06/10	01/06/10	Green	RBWM	
W&M to draw up contracts with W&M suppliers								
Site visit with Car Parks Mgr and CHUBB to agree separation	2 hours	01/07/10	01/07/10	01/07/10	01/07/10	Green	WBC/Chubb	Agreement on separation/retention of cameras
WBC Contract meeting with BT	2 hours	15/07/10	15/07/10	15/07/10	15/07/10	Green	WBC/BT	
Communicate with appropriate stakeholders about the proposed works and complexity of the project							WBC	Presentations to be made to the various organisations about the proposed project including its scope. Papers to Safer Communities Partnership Strategy Group September and December 2009, March June September and December 2010. Paper to WBC Executive
Meetings with Newbury Town Council to brief on scheule of works	1 hour	01/07/10	01/07/10	01/07/10	01/07/10	Green	WBC	
Thatcham Town Council	1 hour	29/11/10	29/11/10	29/11/10	29/11/10	Green	WBC	
Newbury Town Council	1 hour	13/12/10	13/12/10	13/12/10	13/12/10	Green	WBC	
Pangbourne Parish Council	1 hour	14/12/10	14/12/10	14/12/10	14/12/10	Green	WBC	
Hungerford Town Council	1 hour	06/12/10	06/12/10	06/12/10	06/12/10	Green	WBC	
Theale Parish Council	1 hour	07/02/11				Amber	WBC	Rarranged from December
Lambourn Parish Council	1 hour	16/02/11				Amber	WBC	Rearranged from January
Town Centre Partnership		21/01/11	21/01/11	21/01/11	21/01/11	Green	WBC	
Newbury NAG	1 hour	15/12/10	15/12/10	15/12/10	15/12/10	Green	WBC	

Transfer and Testing Period		13/12/10	10/01/11					BT unable to give exact timescales for this work. This was dependent of being able to locate appropriate cables and re-route them to West Street House via the Control Room. An estimated timeframe of 4 weeks was agreed with progress being monitored on a weekly basis.
Conference call		03/12/10	03/12/10	03/12/10	03/12/10	Green	WBC/ RBWM	To confirm technical and installation information prior to transfer period commencing
Conference Call with VM ref circuits		05/01/11				Green	WBC/VM	Request for urgent site visit
Equipment Installation in Data Centre		06/12/10	06/12/10	06/12/10	06/12/10	Green	RBWM	
CHUBB installation of 'separation' equipment		06/12/10	06/12/10	06/12/10	06/12/10	Green	Chubb	
BT installation of circuit re-routing equipment		06/12/10	06/12/10	06/12/10	06/12/10	Green	BT	
Conference call		09/12/10	09/12/10	09/12/10	09/12/10	Green	WBC/M	to follow up actions and reconfirm technical and
Telephone call to VM		13/12/10				Green	WBC/VM	Request for urgent response - circuits not linked by BT
Camera Upgrade to Dome Cameras commences		13/12/10	10/01/11	13/12/11	Ongoing	Amber	Chubb	The timetable for this work slipped due to additional work required at some of the lamp columns. Chubb reported that existing ameras were rusted on to the columns which required greater time in changing over to the new
BT commence circuit transfer commences		13/12/10	13/12/10	13/12/10	13/12/10	Green	BT	The timetable for this work slipped due to additional work required in respect of re-routing some of the circuits and difficulty in identifying the routes of some circuits
AI software installation commences		13/12/10		13/12/10	Ongoing	Amber	AI	The timetable for this work slipped due to software having to be reconfigured due to incorrect presentation of BT circuits
Testing of Cameras 'linked' to Windsor Control Room		17/01/10	17/01/11	17/01/11	17/01/11	Green	BT/Chubb/AI	Cameras recording but telemetry issues - cameras set on 'pre-sets'
Testing of Cameras 'linked' to Windsor Control Room		17/01/11	17/01/11	17/01/11	17/01/11	Green	BT/Chubb/AI	Ongoing Telemetry issues but video confirmed
Implementation Meetings and Conference Calls		December	December	December	December	Green	WBC	as required

Weekly/Daily Briefings to TVP Neighbourhood Teams		December	December	December	December	Green	WBC	as required
Site Meeting with all contractors		17/12/10	17/12/10	17/12/10	17/12/10	Green	All	To address on site problems with circuit re-routing and camera upgrade
Site Meeting with all contractors		20/12/10	20/12/10	20/12/10	20/12/10	Green	All	To plan work for week up to 24/12/10
Site meetings and conference calls to all contractors		24/12/10	24/12/10	24/12/10	24/12/10	Green		To agree work 29 - 31/12/10
Site Meeting with all contractors		04/01/11	Completed	04/01/11	04/01/11	Green	All	To agree work programme from 04/01/11
Site Meeting with all contractors		07/01/11	Completed	07/01/11	07/01/11	Green	All	to agree work for 10/01/11
All contractors meeting		10/01/11	Completed	10/01/11	10/01/11	Green	All	To problem solve technical issues and agree work programme
Calls to all contractors		14/01/11	Completed	14/01/11	14/01/11	Green	WBC	To establish work progress and agree work programme for 17- 21/01/11
Testing of Cameras 'linked' to Windsor Control Room		14/01/11	Ongoing	14/01/11	Ongoing	Amber	BT/Chubb/AI	Video confirmed and some persistent telemetry issues
Site Meeting with all contractors		17/01/11	Completed	17/01/11	17/01/11	Green	All	
Communications about Shopsafe and Pubwatch reconnection with Windsor Control Room	1 week	w/b 17 January 2011				Red	WBC	This has slipped due to cabling and severe weather issues.
Urgent Meeting with BT Manager		20/01/11	Completed	20/01/11	20/01/11	Green	WBC/BT	To discuss and agree actions to resolve technical problems. Special meeting convened to discuss concerns over cabling issues. BT agreed to look into these issues and report back
Testing of Cameras 'linked' to Windsor Control Room		21/01/11	Ongoing	21/01/11	21/01/11	Green	BT/Chubb/AI	Video confirmed and some persistent telemetry issues
Co Channel to be instructed to connect Radio System to Windsor Control Room	1 week	w/b 24 January 2011				Red	WBC	This has slipped due to cabling and severe weather issues.
Circuit termination information received from VM		28/01/11				Green	WBC/VM	Request for urgent site visit
Testing of Cameras 'linked' to Windsor Control Room		28/01/11	Ongoing	28/01/11	28/01/11	Green	BT/Chubb/AI	Video confirmed and some persistent telemetry issues

Site meetings and Conference Calls with Chubb and BT to resolve Camera and cabling issues		31/01/11	31/01/11	31/01/11	31/01/11	Green	WBC/BT	Urgent meeting of contractors convened on site to discuss issues around cabling and camera settings. A further camera was successfully transferred across to Windsor. A number of issues were also resolved and a way forward agreed for achieving the last few cameras in
Conference Calls to agree works		01/02/11	01/02/11			Green	WBC	
All contractors site meeting		02/02/11	02/02/11			Green		Persistent problems identified and some resolved. Essential works identified to resolve final problems
Testing of Cameras 'linked' to Windsor Control Room		07/02/11	Ongoing			Amber	BT/Chubb/AI	Video confirmed and some persistent telemetry issues
Site Visit by VM Engineer		14/02/11				Green	WBC/VM	Confirmation VM do not have coverage at West Street
Reinstatement of radio links with Control Room		Monday 14 February 2011	Monday 14 February 2011			Amber	Co Channel/WBC/RBWM	
VM Proposal for works received		15/02/11				Green	WBC/VM	Proposal in accordance with requirements
VM Contract Raised		14/03/11				Green	WBC/VM	Request made that site works take place as soon as possible
Contract for additional work received from BT (meeting with BT on 20-01-11 refers)		15/03/11				Green	WBC	Contract signed and returned the same day. BT would not accept a fax to expedite the delivery of the contract documentation.
Contract returned signed to BT		15/03/11				Green	WBC	
Contract countersigned by BT		17/03/11				Green	BT	Concern expressed at the significant delays in the procurement of a cabinet to carry out these works.
VM notify date of equipment delivery and work date		28/03/11				Green	WBC/VM	Concern raised over delay
Virgin Media on site		16/04/11				Green	VM	Concern expressed at VM over their reluctance to provide an engineer to undertake the required work. Head of P and C contacted VM and secured an engineer and splicer on site on Saturday 16 April.

BT on site		18/04/11				Green	BT	Images from the Greenham and Thatcham cameras being received by Data Centre and RBWM. No telemetry.
Access Infrastructure on site to facilitate linkages.		06/05/11				Green	AI	Further problems being experienced by AI. An urgent meeting with AI and TCT Officers from WBC and RBWM convened.
Access Infrastructure on site to facilitate linkages.		23/05/11				Green	AI	Telemetry achieved on all 6 cameras.
3 Towns camera shift							WBC/RBWM	Urgent meeting called with RBWM ICT colleagues to resolve Fire Wall issues.
Purchase of new server		17/05/11				Green	RBWM	RBWM agreed to purchase a new server to resolve Fire Wall issues.
RBWM installing new server in WBC data centre		26/05/11				Green	RBWM	
Site meeting to plan decommissioning of Control Room		13/01/11				Amber	WBC/NTC	Discussions with Newbury Town Council to take place in relation decommissioning the former Control Room.
Close down of Project						Amber		