

## Enfield PRS Consultation - Phase 2

Version: 4

Date: 20/05/2019

Cadence - RED



KEY MILESTONES	DELIVERABLES	MoSCow SCORING (Priority assessment)	Comments	TIMESCALES
Third party procurement Workstreams Completed (may be allocated to Cadence?)	Public Consultation IT Design/Management and Implementation (Following Review of current IT systems)	Cadence with input from Enfield - Dependent on the IT assessment	Waiting for IT Architectural Board Decision	3rd June 2019-mid July 2019
Cadence procurement workstreams	HR and Resources Strategy and Implementation Target Operating Model and Operational readiness Consultancy and Project Management Communications and Public Affairs Marketing	New workstreams for Enfield and hence Cadence can provide Expertise based on multi borough Cadence driven by Enfield	May need external resource	1st May - 3rd June 2019
Forward Planning IT Workstream (Implementation)	Review Recommendations of the CI report completed Capacity and Capability Assessment of internal IT Resources Corporate Decision if a new system is required Procurement of IT Solution provider (if required)	Enfield to have input in this It as this is a major milestone in Implementation then need to be involved	???	1st May -30th May 1st May -30th May 3rd June 2019-1st July 2019 Sept 2019 - Depending on HMO Go Live
Project Management	Project Planning/Deliverables/Milestones Programme Design QA of deliverables Risks/Issues/Mitigation (RAID) Exception Reporting Dependencies and Action Log Governance Meetings Presentations/Stakeholder Meetings Presentation Project management of 3rd party suppliers Preparation of Next Steps - Draft Implementation plan Lessons Learnt	Allocated to Enfield Allocated to Enfield	Ongoing throughout project June 2019 - Jan 2020. PM will be allocated Assignment Lead responsibilities also)	
PMO	Operative Programme Assistance Programme Coordination Ensuring PM standards and Quality is maintained across Project	Allocated to Enfield	Ongoing throughout project June 2019 - Jan 2020 (Taking over a number of PM work items when PM needed for core work)	
Stakeholder Engagement and Communications	Stakeholder Mapping Oversight of the development and Implementation of Communications Plan Oversight of Stakeholder Meetings run by Consultation 3rd Party Supplier Preparing and Implementing Stakeholder Meetings (NLA/RLA/Landlords) Oversight of Public Affairs Plan and Implementation Ongoing discussions with MHCLG TOTAL	(Inhouse with assistance) Enfield	Ongoing throughout project June 2019 - Jan 2020	
Governance	Administration of monthly Governance Board meetings Preparation for and attendance at Bi weekly meetings with key person(s)	Enfield	Ongoing throughout project June 2019 - Jan 2020	
Financial Cost Model Agreed	Confirmation of Fees Discounts/Exceptions Split Fee assessment Income and Operating Costs Staffing and Training Costs			1st - 30th May 2019 - 2 days part of the extension 3rd - 21st June
Public Consultation Documents Signed off	Oversight of Consultation strategy and plan			
Public Consultation Prepared and Completed	Oversight of Consultation process Interim Reports/Planning and Review/Weekly Meetings			1st June- 31st July 2019
	Consultation Evidence Pack: Licensing Conditions			3rd June - 26th July

Actual Consultation Process to start 3rd August 2019 and end 3rd Nov 2019 (3months)

	<p>Ward Summaries</p> <p>Case Studies</p> <p>Circulate to project stakeholders, make amends and/or redraft</p> <p>Liaison with QC over Consultation documentation/amend or redraft</p> <p>FAQs</p> <p>Fees, discounts and exemptions (public facing view)</p> <p>Review and consider responses to consultation with production of report for publication, Cabinet Report and submission document</p> <p>TOTAL</p>	<p>Enfield to circulate/QC and CI to Amend and redraft</p>	<p>26th July - 9th August</p> <p>3rd June - 26th July</p> <p>3rd June - 26th July</p>
Cabinet Report Formulation and Signed off	<p>Equality Impact Analysis</p> <p>Draft Report</p> <p>QC QA/Incorporate Feedback and Re-draft</p> <p>Process of Governance Board Circulation/Incorporate feedback and re-draft</p> <p>Cabinet Report Governance and Scrutiny process</p> <p>Cabinet Report Sign Off and Submission</p> <p>TOTAL</p>	<p>Cadence to assist</p>	<p>13th Dec - 20th Dec</p> <p>6th Jan - 10th Jan</p> <p>13th Jan - 24th Jan</p> <p>TBC</p>
Preparation and Submission of Documentation to MHCLG	<p>Submission preparation</p> <p>QC QA of draft/Incorporate Feedback and Re-draft</p> <p>Review and Sign Off</p> <p>Submission of all documentation (including Cabinet report)</p>	<p>1 print</p>	<p>13th Dec - 24th Jan</p> <p>TBC Post Cabinet Report sign off</p>