

CPA Review and Comprehensive Diagnosis Draft Project Plan

Plan Description

This project plan covers the roll out of the Single Equality Impact Assessment (SEIA) for the national Care Programme Approach (CPA) Review and Comprehensive Diagnosis

Project Prerequisites

1. SEIA Steering Group
2. Administration Support
3. Agreed Contracts
4. Technical Support
5. Communications Strategy
6. Funding for formal consultation events
7. Established and agreed timescales
8. Terms of reference for Steering Group

External Dependencies

1. Regional supports (statutory and voluntary sector)
2. Link with communication leads
3. Service user and carer involvement and participation

Planning Assumptions

1. Equipment and facilities made available
2. All stakeholders deliver within time parameters
3. In depth involvement and support from project sponsors

Plan

ISI Ltd to provide consultancy during July, August, September and October 2007 to roll out SEIA nationally CPA, utilising 3 regional events / workshops, with approximate timescales as follows:

June (stage 1)

1. Agree contract in principle

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2. Meet with Janet Davies (project sponsor) and establish parameters of project and agree stage 1 work plan
3. Discuss risk with Janet Davies
4. Meet Dawn Flemming x 2 (central project support)
5. Gather information and data on project
6. Plan and manage first steering group meeting
7. Prepare draft project plan for steering group
8. Prepare proforma for project charter/statement
9. Work with project sponsors on project charter/statement
10. Agree and publish project statement/charter
11. Invoice

July (stage 2):

1. Research
2. Identify regional equalities support
3. Service specification
4. Finalise days and areas of formal consultations
5. Develop publicity and PR strategy
6. Develop EIA questionnaire
7. Develop on-line survey
8. Develop TOR for steering group
9. Plan Steering group meetings – virtual and actual
10. 1st internal consultation
11. End of Stage meeting, Pro-forma and feedback form
12. Invoice

August (stage 3):

1. Launch on-line survey
2. Report on 1st national consultation
3. Collate results of survey – online and traditional
4. End of stage review meeting
5. Invoice

September (stage 4):

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1. End on-line and traditional surveys
2. Hold the 3 formal consultation events
3. Collate results of surveys
4. End of stage review meeting
5. Invoice

October (stage 4):

1. Draft report
2. Final report
3. End of stage / end of project review meeting
4. Final invoice
5. Completion by mid October

Contingency Plans

The plan predicts project completion by mid October, however the timetabled delivery date is 31st October, so there are 2 weeks leeway to allow for time slippage

Bearing in mind that this is summer holiday season – August being the traditional holiday month, ISI Ltd have planned work on the first consultation event, the website, the questionnaire. There will be fewer meetings during this period.

Project Sponsors

Bill Fulford

Janet Davies

Project Managers (ISI Ltd)

Denise Bobb

Hazel Sawyers

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