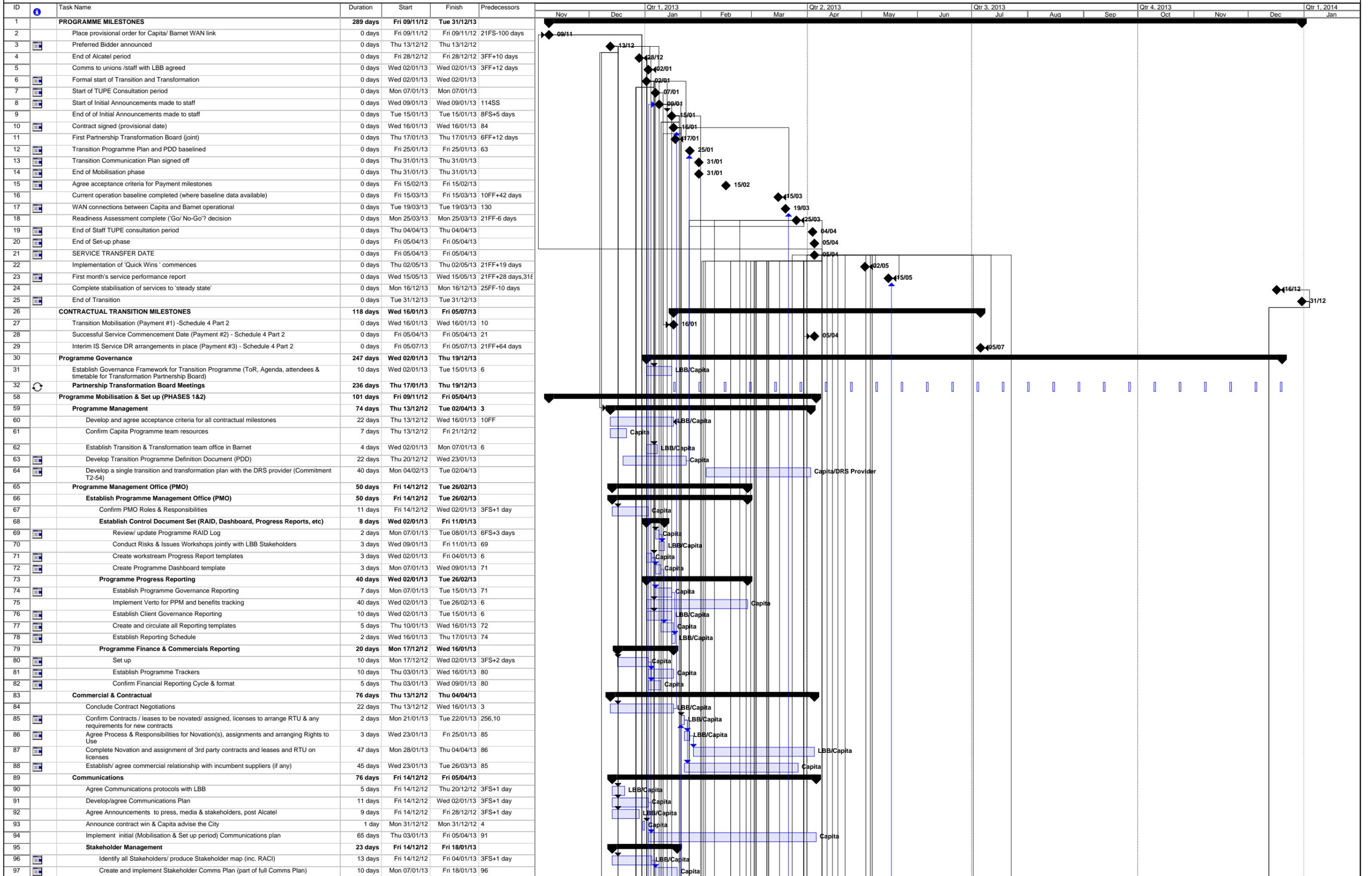


LONDON BOROUGH OF BARNET: NSCSO DRAFT TRANSITION PROGRAMME PLAN



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ID	Task Name	Duration	Start	Finish	Predecessors	Timeline																
						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
365	Undertake 1-2-1 meetings with staff; schedule reviews & appraisals	15 days	Mon 08/04/13	Fri 26/04/13																		
366	Confirm performance management structure and targets; review system functionality and implement monitoring arrangements	20 days	Mon 22/04/13	Mon 20/05/13	365SS+10 days																	
367	Undertake training needs analysis & confirm training schedules	30 days	Mon 06/05/13	Mon 17/06/13																		
368	Training delivery & mentoring; manager workshops and Capita Academy development programme	85 days	Mon 03/06/13	Mon 30/09/13																		
369	Finance	103 days	Fri 05/04/13	Fri 30/08/13	21																	
370	Implement Financial training for retained Barnet Finance managers	60 days	Fri 05/04/13	Mon 01/07/13																		
371	Implement personal development plans for Finance Service staff inc. for professional accreditation and existing professional qualifications (Commitment T3-75)	103 days	Fri 05/04/13	Fri 30/08/13																		
372	Implement 100% of Council Services come in on budget for Month 4 following STD as per Schedules 4 & 2 (Commitment T3-77)	82 days	Fri 05/04/13	Wed 31/07/13																		
373	Deliver draft accounts to external Auditor by May 31 as set out in Schedule 4 & 2 (Commitment T3-79)	35 days	Fri 05/04/13	Fri 24/05/13																		
374	Complete External Audit and draft ISA 260 by July 18 as set out in Schedules 4 & 2 (Commitment T3-80)	60 days	Fri 05/04/13	Mon 01/07/13																		
375	HR & Payroll	178 days	Fri 05/04/13	Fri 13/12/13	21																	
376	Review existing forms to build into workflow	15 days	Fri 05/04/13	Thu 25/04/13																		
377	Complete user-centred service improvements for Channel shift	60 days	Fri 05/04/13	Mon 01/07/13																		
378	Identify senior HR Experts and BPs to review and plan activities to ensure effective w	44 days	Fri 05/04/13	Fri 07/06/13																		
379	Service Centre operation	30 days	Fri 05/04/13	Fri 17/05/13																		
380	Review existing HR Connect call monitoring and training/development program	10 days	Fri 05/04/13	Thu 18/04/13																		
381	Commence To Be process mapping (plus As Is if necessary)	30 days	Fri 05/04/13	Fri 17/05/13																		
382	Review current report requirements	10 days	Fri 05/04/13	Thu 18/04/13																		
383	Review input/output requirements of team for other Barnet divisions or traded ser	10 days	Fri 05/04/13	Thu 18/04/13																		
384	Document split of Barnet/other traded services vs Schools processes	25 days	Fri 05/04/13	Fri 10/05/13																		
385	HR Service Delivery & Processes	178 days	Fri 05/04/13	Fri 13/12/13																		
386	Commence To Be process mapping (plus As Is if necessary)	30 days	Fri 05/04/13	Fri 17/05/13																		
387	Review current report requirements	10 days	Fri 05/04/13	Thu 18/04/13																		
388	Review input/output requirements of team for other Barnet divisions or traded ser	10 days	Fri 05/04/13	Thu 18/04/13																		
389	Document split of Barnet/other traded services vs Schools processes	25 days	Fri 05/04/13	Fri 10/05/13																		
390	Review existing HR Service Governance Reporting	15 days	Fri 05/04/13	Thu 25/04/13																		
391	Conduct time and motion study to baseline process timelines	10 days	Fri 05/04/13	Thu 18/04/13																		
392	Undertake Business Process -re-engineering to achieve 'Quick Wins	168 days	Fri 19/04/13	Fri 13/12/13	391																	
393	Performance Management	85 days	Fri 05/04/13	Mon 05/08/13																		
394	Undertake 1-2-1 meetings with staff; schedule reviews & appraisals	10 days	Fri 05/04/13	Thu 18/04/13																		
395	Confirm performance management structure and targets; review system function	20 days	Fri 05/04/13	Fri 03/05/13																		
396	Undertake training needs analysis & confirm training schedules	30 days	Fri 05/04/13	Fri 17/05/13																		
397	Training delivery & mentoring; manager workshops and Capita Academy development programme	85 days	Fri 05/04/13	Mon 05/08/13																		
398	HRBP Programme	157 days	Mon 22/04/13	Fri 29/11/13																		
399	Deliver HRBP development programme	73 days	Mon 22/04/13	Fri 02/08/13	21FS+11 days																	
400	Assess and mentor HRBP	84 days	Mon 05/08/13	Fri 29/11/13	399																	
401	Pensions	59 days	Fri 05/04/13	Fri 28/06/13																		
402	Transfer Pensions Payroll to Sheffield	59 days	Fri 05/04/13	Fri 28/06/13	21																	
403	Estates	188 days	Fri 05/04/13	Fri 27/12/13																		
404	Implement a 'one team' approach across various FM services	67 days	Fri 05/04/13	Wed 10/07/13																		
405	Engage with staff to identify cross skilling opportunities	38 days	Fri 05/04/13	Thu 30/05/13																		
406	Engage with supply chain to involve them in cross skilling	41 days	Fri 05/04/13	Tue 04/06/13																		
407	Analyse helpdesk information and identify common tasks for cross killing	62 days	Fri 05/04/13	Wed 03/07/13																		
408	Implement training program	67 days	Fri 05/04/13	Wed 10/07/13																		
409	Transfer management of the investment estate into Capita Real Estate business	135 days	Fri 05/04/13	Tue 15/10/13																		
410	Complete due diligence and data collection of the investment estate	62 days	Fri 05/04/13	Wed 03/07/13																		
411	Input data into TRAMPS property system	1 day	Wed 03/07/13	Wed 03/07/13	410FF																	
412	Introduce surveyor from RE business to account manager portfolio	1 day	Mon 15/07/13	Mon 15/07/13	410																	
413	Start Implementation of Capita's tenant care program	0 days	Fri 05/04/13	Fri 05/04/13																		
414	TASK 5 - Develop investment estate strategy	57 days	Fri 12/07/13	Tue 01/10/13																		
415	Start Implementation of strategy	0 days	Tue 15/10/13	Tue 15/10/13	414FF+10 days																	
416	Complete Implementation of property management system	128 days	Fri 05/04/13	Fri 04/10/13																		
417	Collect, cleanse and input Council owned data into the system	128 days	Fri 05/04/13	Fri 04/10/13																		
418	Develop reporting requirements from system	65 days	Fri 05/04/13	Mon 08/07/13																		
419	Implement a planned maintenance program	188 days	Fri 05/04/13	Fri 27/12/13																		
420	Review condition survey information for portfolio and re survey corporate offices	85 days	Fri 05/04/13	Mon 05/08/13																		
421	Input data into CAFM system	106 days	Fri 05/04/13	Wed 04/09/13																		
422	Develop service programme based on business focused maintenance for corporate offices	67 days	Wed 31/07/13	Fri 01/11/13																		
423	Engage with supply chain, procure and implement Planned Maint. Mgmt (PMM)	65 days	Mon 02/09/13	Fri 29/11/13																		
424	Commence implementation of above program on a phased basis across all directorates including survey of largest 20 bldgs	20 days	Mon 02/12/13	Fri 27/12/13	422,423																	
425	Implement Capita's systems and procedures across all transferring services (in	107 days	Fri 05/04/13	Thu 05/09/13																		
426	Engage with staff to identify existing systems and procedures	107 days	Fri 05/04/13	Thu 05/09/13	144																	
427	Process map new procedures	41 days	Fri 05/04/13	Tue 04/06/13																		
428	Develop and implement training programmes for new systems and procedures	41 days	Fri 05/04/13	Tue 04/06/13																		
429	Develop Barnet specific ISO 9001 systems plan	67 days	Fri 05/04/13	Wed 10/07/13																		
430	Gain accreditation for ISO systems	40 days	Fri 05/04/13	Mon 03/06/13																		
431	Develop Terms of reference for group	18 days	Fri 05/04/13	Tue 30/04/13																		
432	Establish group members and programme of activities	10 days	Thu 02/05/13	Wed 15/05/13	431																	
433	Hold first AMG meeting	1 day	Mon 03/06/13	Mon 03/06/13	432FS+10 days																	

Project: Transition Programme Detail P
 Date: Wed 24/10/12

Task Split Progress Milestone Summary Project Summary External Tasks External Milestone Deadline

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APPENDIX 1

