

Councillor Induction and Development Programme Pilot		Month						
Task	Who	May-14	Jun-14	Jul-14	August	Sept	Oct	Nov
<a href="#">Project added to Projects Register</a> <a href="#">U:\Project Management Toolkit\8. Projects Register</a>		9th						
<b>Research</b>								
Consultation - Councillor workshop	YCG/SH		4th					
Consultation - Councillor workshop South	YCG/SH		11th					
Stakeholders impact analysis review	YCG	12th		14th			7th	
What's out there - resources	YCG							
Meet with key officers	YCG							
<b>Gap analysis</b>								
What's missing	YCG							
What's required	YCG							
Prioritise	YCG							
<b>Design Pilot Programme</b>								
Devise programme approach	LM/YCG							
Write and source elements	LM/YCG							
Agree contents of 'Welcome pack' and Induction	YCG/SH							
Devise Councillor Roles and Responsibilities	SH/SC							
<b>Councillor Consultation</b>								
Identify and brief councillor champions (CC's)								
CC's to review the programme approach including: skills evaluation and training record and councillor role and responsibilities.	YCG							
Scrutiny review	SH/SC							
Amend the programme as a result of the CC's and scrutiny feedback	YCG/LM/SH							
<b>Pilot</b>								
Agree the pilot content and evaluation approach	YCG/Board			14				
Brief outside provider to deliver elements of the pilot	LM							
Select and commission outside provider to deliver elements of the pilot	LM/ST/YCG							
Pilot	YCG/LM/SH							
Evaluate	YCG/LM/SH							
Amend programme	YCG/LM/SH							
<b>Programme 2015</b>								
Prepare Growth Bid based on current information from selected providers	ST/YCG							
Finalise bid after pilot evaluation	ST							
Brief selected providers	LM/YCG							
Commence preparation of future programme	LM/YCG/SH							
<b>Communications</b>								
Agree communication plan			18th					
Agree approval process (SMB etc)			18th					
Review Comms Plan				14th	5th	5th	7th	
<b>Risks and Dependencies</b>								
Risk assessment	YCG	12th	18th	14th	5th	5th	7th	
<b>Project review</b>								
<a href="#">Project Review Board meetings</a>		13th	18th	14th	5th	5th	7th	
Date:09/09/2014	Key	Work Due	On Track	Minor Delays/Issues	Major Delays/Issues	Completed		