Project Plan	West Dunbartonshire Council SWIA Inspection																																					
Work -9 -7 -6 -5 -4 3 2 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	Project Plan													Phas	se 1 Pr	e-inspection							Phase 2 Inspection					Phase 3 >>>>										
Project / Date (Monday) Status 21.4 28.4 5.5 12.5 19.5 26.5 2.6 9.6 16.6 23.8 30.6 7.7 4.7 21.7 28.7 4.8 11.8 18.8 25.8 19.9 15.9 22.9 20.9 6.10 13.10 20.10 27.10 3.11 10.11 17.11 24.11	Version 3 22 4 08			April May			June						July				August				September				October				November									
1 Introductory Meetings		Week					6 -5				-1 1		2 3				6 7			8 9													21 22		23 24			
2 Submit Preliminary Information 3 Send out Survey Material 4 File reading 4 Confirm local file readers 5 Advanced information 5 Advanced information		Project / Date (Monday)	Status	21.4	28.4	5.5	12.5	19.5	26.5	2.6	9.6	16.6	23.6	30.6	7.7	14.7	21.7	28.7	4.8	11.8	18.8	25.8.	1.9	8.9	15.9	22.9	29.9	6.10	13.10	20.10	27.10	3.11	10.11	17.11	24.11			
3 Send out Survey Meteral 4 File reaging 4 Sc Collate and tidy-up files 4 Confirm local file readers 4 A Cyremia and file management 5 Advanced Information																																						
4 File reading 4 Continu local file readers 4 Evaluate and tisy-up files 4 Evaluate and tisy-up files 4 Evaluate and file management 5 Advanced information Continuin local file readers 6 SEQ Drafts to BM by 31.5.08 Revise and finalise Proof and approve 1 Final date for LA to submit 1 Draft report to LA 2 Departmental Management Group 3 Publication 5 Draft report to LA 5 Departmental Management Group 5 Proof and approve 1 Draft report to LA 2 Departmental Management Group 3 Proof and Approve 4 Draft Report to LA 5 Draft report to LA 6 Departmental Management Group 6 Proof and approve 7 Draft Report to LA 7 Draft report to LA 8 Draft Report to LA 9 Draft	2	Submit Preliminary Information																																				
43 Collate and tidy-up files 45 Control total file readers 46 Venue and file management 56 Advanced Information 56 Advanced Information 67 Interim Assessment Feedback 87 Fieldwork 89 Headline Feedback 91 Fieldwork 91 Headline Feedback 91 Fieldwork 10 Final date for LA to submit 11 Drift report to LA 12 Briefings for managers / Members 13 Publication 14 Action Plan 15 Project Board meetings 16 Project Board meetings 17 Post and approve 18 Fieldwork 19 Headline Feedback 10 Final date for LA to submit 11 Drift report to LA 12 Briefings for managers / Members 13 Publication 14 Action Plan 15 Project Board meetings 16 Project Board meetings 17 Post freport to LA 18 Fieldwork 19 Final date for LA to submit 10 Drift report to LA 19 Briefings for managers / Members 10 Drift report to LA 10 Briefings for managers / Members 11 Drift report to LA 13 Publication 14 Action Plan 15 Drift report to LA 16 Drift report to LA 17 Drift report to LA 18 Drift report to LA 19 Drift report to LA 10 Drift report to LA 10 Drift report to LA 11 Drift report to LA 12 Drift report to LA 13 Publication 14 Action Plan 15 Drift report to LA 16 Drift report to LA 17 Drift report to LA 18 Drift report to LA 19 Drift report to LA 10 Drift report to LA 10 Drift report to LA 11 Drift report to LA 11 Drift report to LA 12 Drift report to LA 13 Publication 14 Action Plan 15 Drift report to LA 16 Drift report to LA 17 Drift report to LA 18 Drift report to LA 19 Drift report to LA 10 Drift report to LA 11 Drift report to LA 12 Drift report to LA 13 Drift report to LA 14 Drift report to LA 15 Drift report to LA 16 Drift report to LA 17 Drift report to LA 18 Drift report to LA 19 Drift report to LA 10 Drift report to LA 11 Drift report to LA 12 Drift report to LA 13 Drift report to LA 14 Drift report to LA 15 Drift report to LA 16 Drift report to LA 17 Drift report to LA 18 Drift report to LA 18 Drift report to LA 19 Dr																																						
4c Venue and file management 5. Advanced Information Continuin Local file management Continuin																																						
Agree in step with the development of the SEQ 5 Advanced Information Agree in step with the development of the SEQ 6 SEQ Drafts to SM by 31,5.08 Revise and finalise Proof and approve 7 Interim Assessment Feedback 8 Fieldwork 9 Headline Feedback 10 Final date for LA to submit 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Final date for LA to submit 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Final date for LA to submit 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Final date for LA to submit 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Final date for LA to submit 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Final date for LA to submit 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Final date for LA to submit 10 Draft so Submit so SM by 31,5.08 Revise and finalise Proof and approve 10 Final date for LA to submit 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Final date for LA to submit 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Final date for LA to submit 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Final date for LA to submit 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Draft so SM by 31,5.08 Revise and finalise Proof and approve 10 Draft so SM by 31,5.08 Revise and finalise 10 Draft so SM by 31,5.08 Revise and finalise 10 Draft so SM by 31,5.08 Revise and finalise 10 Draft so		4a Collate and tidy-up files																																				
S Advanced Information Agree in step with the development of the SEQ																																						
SEQ																																						
Teleform Assessment Feedback Selection				Agree						n step	with th	ne dev	elopm	ent of	the SI	EQ.																						
8 Fieldwork 9 Headline Feedback 10 10 Final date for LA to submit 11 Draft report to LA 12 Briefings for managers / Members 13 Publication 14 Action Plan 14 Action Plan 15 Briefings for management Group 16 Briefings for meetings 17 Forest Feedback 18 Forest Feedback 19 Forest Feedback 10 Forest Feedback	6	SEQ		Drafts to BM by 31.5.08				}	Revise and finalise							Proof	Proof and approve																					
9 Headline Feedback 10 Final date for LA to submit 11 Draft report to LA 11 Draft report to LA 12 Briefings for managers / Members 13 Publication 14 Action Plan 14 Action Plan 15 Project Board meetings 15 Project Board meetings 16 Project Board meetings 17 Project Board meetings 17 Project Board meetings 18 Project Board meetings 19 Project Board meetings 19 Project Board meetings 10 Project Board me	7	Interim Assessment Feedback																																T		1		
10 Final date for LA to submit	8	Fieldwork																																T		1		
11 Draft report to LA 12 Briefings for managers / Members 13 Publication 14 Action Plan 15 Action Plan 16 17 Action Plan 17 Action Plan 18 Action Plan 19 Action Plan	9	Headline Feedback																																				
13 Publication																																						
13 Publication	11	Draft report to LA																																T		week co	mmencing 2	<u>2</u> 6 1 09
A Action Plan																																		T]		
Other Work Streams																																				week co	mmencing 2	27 4 09
A Departmental Management Group B Project Board meetings C Brief members D Communication plan E Staff Briefings - Newsletter F Staff Briefings - Formal Team Briefs G SWIA Briefings Available H Council Management Team I Consultant Input	14	Action Plan																																		by 17 7	09	
A Departmental Management Group B Project Board meetings C Brief members D Communication plan E Staff Briefings - Newsletter F Staff Briefings - Formal Team Briefs G SWIA Briefings Available H Council Management Team I Consultant Input																																				_		
A Departmental Management Group B Project Board meetings C Brief members D Communication plan E Staff Briefings - Newsletter F Staff Briefings - Formal Team Briefs G SWIA Briefings Available H Council Management Team I Consultant Input																																						
B Project Board meetings C Brief members D Communication plan E Staff Briefings - Newsletter F Staff Briefings - Formal Team Briefs G SWIA Briefings Available H Council Management Team I Consultant Input																																						
C Brief members D Communication plan E Staff Briefings - Newsletter F Staff Briefings - Formal Team Briefs G SWIA Briefings Available H Council Management Team I Consultant Input	Α	Departmental Management Group																																				
D Communication plan E Staff Briefings - Newsletter F Staff Briefings - Formal Team Briefs G SWIA Briefings Available H Council Management Team I Consultant Input																																						
E Staff Briefings - Newsletter F Staff Briefings - Formal Team Briefs G SWIA Briefings Available H Council Management Team I Consultant Input																																						
F Staff Briefings - Formal Team Briefs G SWIA Briefings Available H Council Management Team I Consultant Input																																						
G SWIA Briefings Available I Council Management Team I Consultant Input I I Consultant Input I I I I I I I I I I I I I I I I I I I																																						
H Council Management Team I Consultant Input																																						
I Consultant Input																																						
	Н	Council Management Team																																				
J Meetings with Inspection Team	I	Consultant Input																																				
	J	Meetings with Inspection Team																																				

