SCMS **Project Plan**

	Week Commencing	May				June				July				August				September				October					November				December					January					February					March			
		7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	3	10	17	24	31	3	10	17	24	31	3	10	17	24	31
	Task																																																		
Phase 1	**Phase 1 Contract Register and Supplier Module Implementation**																																																		
	Stage 1 System Familiarisation and Configuration																																																		
	Create project team and links with RUG and Alito																																																		
	Gain general system overview																																																		
	Admin Module Configuration																																																		
	Define and set up all contract managers (client officers) USERS																																																		
	Define and set up groups																																																		
	Define and set up tasks relating to the tender module activities																																																		
	Define and set up tasks relating to the contract module activities																																																		
	Define and set up tasks relating to the supplier module activities																																																		
	Define and set up all divisions																																																		
	Define and set up all procedures (types of procurement)																																																		
	Define and set up all funding types																																																		
	Define and set up criteria (supplier appraisal)																																																		
	Define and set up correspondence (standard letters and e-mails)																																																		
	Define and set up nature of contract (type of contract)																																																		
	Define and set up approval sources (referered to in tender module)																																																		
	Create field tables to including links																																																		
	Define and set up task templates relating to the tender module activities																																																		
	Define and set up tasks templates relating to the contract module activities																																																		
	Define and set up tasks templates relating to the supplier module activities																																																		
	Define wording for contract award field																																																		
	Define process for contract register data input																																																		
	Define internal contract management standards																																																		
	Define and set up contract management workflow																																																		
	Stage 2 Creation of Documentation																																																		
	Identify and document reports available																																																		
	Creation training documentation for input of 'contract register' data																																																		
	Creation of communication for council users and supplier																																																		
	Creation of training documentation for input of suppliers not on the system																																																		
	Creation of training documentation for input of suppliers on the system																																																		
	Creation of training documentation for suppliers																																																		
	Creation of overview benefits documentation for users and suppliers																																																		
	Testing of documentation by CPT																																																		
	Update 'Selling to York' documentation and activate link to SCMS from website																																																		
	Stage 3 User Training and Data Entry																																																		
	Arrange phase 1 user training by Directorate / Department groups																																																		
	Deliver Contracts Register / Contract Management Phase 1 user training																																																		
	Provide support to users to complete initial data entry (contract register)																																																		
	Issue documentation to suppliers (users / CPT)																																																		
	Provide support to suppliers to update their profiles																																																		
	QA period for Contract Register																																																		
	Presentation to York Chamber of Commerce																																																		
Phase 2	**Phase 2 Performance Monitoring - tasks tbc**																																																		
Phase 3	**Phase 3 Tender Module - tasks tbc**																																																		
	Complete set up of tender workflow																																																		
	CPT and client department(s) test e-tendering in real time																																																		
	Roll out to all client departments																																																		
	All new procurement to be through system as of 1st April 2008																																																		