



Project Start Date 30/10/2023  
 Project Lead Judith Culleton

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Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8																				
30 Oct 2023	6 Nov 2023	13 Nov 2023	20 Nov 2023	27 Nov 2023	4 Dec 2023	11 Dec 2023	18 Dec 2023																				
30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S

WBS	TASK	LEAD	START	END	% DONE	WORK DAYS																												
4.1	Contract terms & conditions developed		01/02/2024	26/02/2024	0%	18																												
4.2	TUPE information obtained from current suppliers		30/10/2023	12/02/2024	0%	76																												
4.3	TUPE information complete and ready to be sent with ITT		15/02/2024	16/02/2024	0%	2																												
4.4	Contract terms & conditions & TUPE ready to issue with ITT		26/02/2024	26/02/2024	0%	1																												
<b>5</b>	<b>Contract Award</b>				0%	-																												
5.1	Contract Award report approvals obtained		01/05/2024	01/05/2024	0%	1																												
5.2	Governance procedures - Call In Members/Key Decision - Forward Plan		02/05/2024	10/05/2024	0%	7																												
5.3	Standstill Period (Contract Award stage)		13/05/2024	23/05/2024	0%	9																												
5.4	Inform successful and unsuccessful tenderer(s)		24/05/2024	24/05/2024	0%	1																												
5.5	Contract Award Notice published on Find a Tender		24/05/2024	24/05/2024	0%	1																												
5.6	Contracts signed by tenderer(s) and sealed by Legal		27/05/2024	31/05/2024	0%	5																												
<b>6</b>	<b>Contract Mobilisation</b>				0%	-																												
6.1	Contract Mobilisation	4 months	01/06/2024	30/09/2024	0%	86																												
6.2	Meetings regarding contract management/mobilisation		01/06/2024	30/09/2024	0%	86																												
6.3	TUPE Transfer (between providers)		01/06/2024	30/09/2024	0%	86																												
6.4	Contract Start date		01/10/2024	01/10/2024	0%	1																												
6.5	Ongoing Provider Contract Management				-																													