SCMS Project Plan																																				
			May		June				July		August			September			October			November			December				January			February				March		
	Week Commencing		4 21	28			25 2	9		3 30				10 17		1			29		2 19				24 31	3			31	3 1			31 3			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																																$oldsymbol{oldsymbol{\sqcup}}$			
	Define and set up criteria (supplier appraisal)																																			
	Define and set up correspondence (standard letters and e-mails)																					1 1							1 1				\bot			
	Define and set up nature of contract (type of contract)																																\bot			
	Define and set up approval sources (referered to in tender module)																																\bot			
	Create field tables to including links																																\bot			
	Define and set up task templates relating to the tender module activities																																\bot			
	Define and set up tasks templates relating to the contract module activities																					1 1											\rightarrow			4
	Define and set up tasks templates relating to the supplier module activities																					1												-		
	Define wording for contract award field																					1												-		4
	Define process for contract register data input														_						_	↓						_	4							4—
	Define internal contract management standards														_			_			_	-											$-\!\!+\!\!-\!\!\!+$	_	_	\bot
	Define and set up contract management workflow																	_			_	-											$-\!\!+\!\!-\!\!\!+$	_	_	\bot
	Stage 2 Creation of Documentation				_										_				1 1			1 1		4					1 1				+		$-\!\!\!\!\!-$	+
	Identify and document reports available														_									_		_			-				\rightarrow		-	+
	Creation training documentation for input of 'contract register' data														_									_		_			-				\rightarrow		-	+
	Creation of communication for council users and supplier														_									_		_			-				\rightarrow		-	+
	Creation of training documentation for input of suppliers not on the system														_									_		_			-				\rightarrow		-	+
	Creation of training documentation for input of suppliers on the system				_					+			_		_	\vdash		_	-		_	╇		+		-	-	_	+ +	_			+	-	$+\!\!-$	+
	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			-	_	\vdash		-			_					-	-	_	1		_	1		1		-	-		+ +		-		+++	+	$+\!-$	+
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	Arrange phase 1 user training by Directorate / Department groups											_							-					_		_			-				\rightarrow		-	+
	Deliver Contracts Register / Contract Management Phase 1 user training											+										\vdash		_		_			-				\rightarrow		-	+
	Provide support to users to complete initial data entry (contract register)											+														_			-				\rightarrow		-	+
	Issue documentation to suppliers (users / CPT)											+										\vdash		_									\rightarrow	_		
	Provide support to suppliers to update their profiles											+																							_	4
	QA period for Contract Register			_	-	-	_	_			_	+++	_		_		_				_	+ +	_	+						_	+ +		$-\!\!\!\!+\!\!\!\!\!+$	-	$-\!\!\!\!-$	+
	Presentation to York Chamber of Commerce		+++	-	_	\vdash		+		++	_	++				-	-	_	+		_	+ +		1		-	\vdash		+				++	$-\!\!\!+$	$-\!$	+
Db 0	Disease O Denfannance Manifestina, Apolio the															_				_				1		-	-		+ +		-		+++	+	$+\!-$	+
rnase 2	Phase 2 Performance Monitoring - tasks tbc								_			+														+	\vdash		++		+		+	$-\!\!\!\!+$	$+\!-$	+
Dhace 2	Phase 3 Tender Module - tasks tbc																			_																_
riiase 3	Complete set up of tender workflow																																		_	-
	CPT and client department(s) test e-tendering in real time	_	+	-	-	\vdash	_	+		++		++	-		-					_		-											\rightarrow	\rightarrow	+	
	Roll out to all client departments	_	+++	-	-	\vdash	_	+ +		++		+	-		-		-		+		-	+ +										-	_	-	-	-
	All new procurement to be through system as of 1st April 2008		+	-	+	\vdash		+		++	-	++		-+	_	++	-	+	++		+	+				+-	\vdash	+	+				+	_	-	+
	All new productions to be unough system as or 1st April 2000						1									1			1					1	L		11_									