

Activity	Lead	Year 1												Year 2					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
SCOPING - 'MAKING THE CASE'																			
Scoping engagement activity	J.Bloggs (Project Manager)																		
Develop proposal	J.Bloggs & A. Smith (day-to-day lead)																		
Sign-off proposal	J.Bloggs & Chief Exec																		
PREPARATION - 'OPTIONS AND PRIORITIES'																			
Identify information sources	A. Smith to lead s/holder engagement																		
Seeking consent to deliver IP	A.Smith																		
First level engagement activity	Steering Group																		
Risk assessment	J. Bloggs/ A. Smith																		
Project planning	Steering Group																		
Formalise project mgmt arrangements	Steering Group																		
DEVELOPMENT & DELIVERY - 'DOING I.P.'																			
Identify information needs	A.Smith																		
Build directory	L. Brown (I.T. dept).																		
Collate content	A.Smith and partner agency leads																		
QA content	Partner agency leads																		
Populate directory	J. Brown, working w. partner agency leads																		
Develop template	J.Bloggs. to lead s/holder consultation																		
Pilot template	J. Bloggs & A. Smith																		
Training prescribers/dispensers	J. Bloggs & A. Smith																		
Going live with IP	all																		
ONGOING WORK																			
Managing resources																			
Ongoing stakeholder engagement																			
Managing risk																			
Publicising and promoting IP																			
Evaluating project success																			

and ongoing

This is not intended to be a definitive, comprehensive plan applicable to every project. It provides an illustration of how a project plan might be structured and formatted and the high-level activities that you may wish to consider.

