

Appendix Four

Extending District Heating & CHP in Central Leicester – Milestone Plan

Milestone Activity	Anticipated Date	Responsibility
Project Management & Control		
PID to Project Board & Project Working Group	19/09/08	Project Manager (PM)
Key milestones established & planned	19/09/08	PM
Project outputs/approved agreed by Project Board	23/09/08	Project Board (PB)
PID approved by Project Board	23/09/08	PB
Issues Log created and approved	23/09/08	PB
Draft project implementation schedule for review	22/09/08	PM
Project schedule approved by Project Board	23/09/08	PB
Publication of project implementation schedule	10/10/08	PM
Communication, Consultation and Reporting		
Project Board reconvened	23/09/08	PM
Timetable for Project Board meetings established and scheduled	23/09/08	PM
Communication/progress reporting strategy & timetable agreed	23/09/08	PB
Cabinet lead briefing timetable established	30/09/08	PD
Project Working Group (PWG) membership approved	23/09/08	PB
PWG responsibilities agreed	23/09/08	PWG/PB
Timetable for PWG meetings established and scheduled	24/09/08	PM/PWG
Milestone plan issued to Scrutiny Task Group (OSMB)	08/10/08	PM
Milestone plan issued to identified senior users	10/10/08	PM
Tenant consultation approach and timetable established	30/09/08	PM/David Taylor
Tenant consultation approach and timetable approved	20/10/08	PB
Soft Market Testing	November 08	PM/PB/PWG
Consultation meeting with HR	03/12/08	PM
Procurement – Stage One		
Commitment secured from the University of Leicester	End '08	PM
Commitment secured from HM Prison Leicester	End '08	PM
Discovery/ soft market testing approach & requirements established	10/10/08	PM/PWG/PB
Supplier questionnaire drafted	20/10/08	PM/PWG/PB
Soft market testing timetabled	20/10/08	PM
First draft specification developed for ESCo	15/12/08	PM/PWG
Second draft ESCo specification to Project Board	03/02/09	PM
ESCo specification approved by Project Board	13/02/09	PB/PD
Finalise selection / evaluation criteria	13/02/09	PM/PWG/Procurement
Stage One Approvals		
First draft CHP Brief to Project Director & Project Working Group	15/12/08	PM
Second draft CHP Brief to Project Board	20/01/08	PM/PWG
Final version CHP Brief approved by Project Board	26/01/09	PB/PD
CHP Brief to Directorate	04/02/09	PD/PM
Cabinet Lead briefing	05/02/09	PD/PM
CHP Brief to Corporate Directors Board	10/02/09	PD/PM
Cabinet briefing	16/02/09	PD/PM
Cabinet Agenda Meeting	23/02/09	
CHP Brief to Scrutiny Task Group (OSMB)	05/03/09	PM
CHP Brief approved at Cabinet – End Stage	08/03/09	Cabinet
Procurement – Stage Two		
Establish approach to advertising / OJEU notice	Feb 09	PM/PWG/PB
Establish timetable for competitive dialogue/conclusion of tender process	Feb 09	PM/PWG
Commence consultation with tenants / leaseholders	March 09	PM/Tenant Services
Commence consultation with staff / Trade Unions	March 09	PM/HR
Issue notice (for expressions of interest)	March 09	PM/Procurement
Issue Prospectus / Specification to potential suppliers	April 09	PM/Procurement
Evaluation & agreement of preferred tender	Sept 09	PB
Approval of preferred tender	Oct 09	Cabinet
Legal & contractual negotiations commence	Oct 09	PWG
Issues Log closure approved (inc. agreement on Phase 2 procurement)	Mar 2010	PB
Contract close	Mar 2010	PM/Legal
Identification of client personnel to manage installations & operations	April 2010	PM
Handover arrangements established and agreed	April 2010	PM/PB
Handover completed	April 2010	PM

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