

# Gantt Chart

Project Name:	Appendix 3. Housing Benefit Overpayments		
Project Manager:	Alison Musgrove		
Date:	21st April 2016		
Document Version Number:	1.2		

Task ID	Task Description	Task Status	Task Owner	Plan Start	Plan Finish	Days
<b>PHASE ONE (Q1 2016)</b>						
A001	Set up and agree format for introduction and analysis of statistics of HB management information	Green	JH/CA	01-Jun-16	31-Jul-16	60
A002	Review work of the OP team, redefine role and identify priorities/linked to reporting stats - agree timescale	Green	BB	09-May-16	31-Aug-16	114
A003	Refresh and agree the OP role of the R&B officers	Green	KW	09-May-16	31-Jul-16	83
A004	Review of letters and changes identified	Green	KW	11-Jul-16	31-Jul-16	20
A005	Ensure all new procedures are identified and created	Green	KW	11-Jul-16	31-Jul-16	20
A006	Training and implementation of new procedures. Joint training with BSC.	Green	KW/CA	09-May-16	31-Aug-16	114
A007	New procedures/guidance agreed & signed off – then put into new HOT News area	Green	AM/CA	09-May-16	31-Aug-16	114
A008	Decision made on ownership of debt between R&B and where BSC take over	Green	KW/CA	09-May-16	31-Aug-16	114
A009	Overpayments team to liaise with BSC to agree new procedures	Green	KW/BB/CA	09-May-16	31-Aug-16	114
A010	Clear instructions re A009 communicated to OP team and R&B officers	Green	KW/BB	09-May-16	31-Aug-16	
A011	Decision made on invoicing system and procedures	Green	BSC/O PS	09-May-16	08-Jun-16	30
A012	After A002 and A003 completed, review the recruitment decision for admin posts and repeat the exercise if still valid	Green	KW	30-Sep-16	30-Dec-16	91
A013	Break up the different results & determine tasks for allocation	Green	JH	01-Apr-16	Monthly review ongoing	#VALUE!
A014	Identify & prepare for implementation of new recovery options – get approval/sign off	Green	KW/CA	09-May-16	31-Aug-16	114
A015	Implement changes of new recovery options (or progress - dependant upon timescales given for implementation)	Green	KW/CA	09-May-16	31-Aug-16	114
A016	Bina and Clare to attend first forum meeting in Coventry and report back to OMT	Green	BB/CA	24-May-16	NA	#VALUE!
A017	Evaluation and monitoring period	Green	KW	30-Sep-16		-42643
A018	Review existing OP policy in line with recovery methods	Green	KW/CA	15-Jun-16	06-Jul-16	21
A019	Interim reports produced and presented to FMT	Green	KW/CA			0
A020	Review resources for both areas	Green	CA/AM			0
A021	Ensure all staff have dual screens	Green	KW	01-Jun-16	31-Jul-16	60
A022	Review SDebt SPARS - see which are not paying	Green	BB	15-Jun-16	31-Mar-17	289
A023	Liaise with BSC about transferring the remainder from SDebt to Agresso	Green	CA	15-Jun-16	31-Mar-17	289
A024	Explore employment tracing technology	Green	CA			0
A025	Monitor repayment plans	Green	CA			0
A026	Interim reports produced and presented to SMT	Green	KW	01-May-16	Monthly review ongoing	#VALUE!