

Colchester School Neighbourhood (Delivery Programme)

					Trial Window													
Task	Key Dates	Lead Person	RAG	Notes	April	May	June	July	August	September	October	November	December	January	February	March		
Year 1:																		
Inception Meeting with ECC and site visit		RW	Green															
Recruitment & Staff Training: (Willow)																		
Recruit Engagement Officer		RW	Green															
Engagement Officer Start Date (RW to cover role prior to start date)		RW	Green															
Engagement Officer Induction/Training tailored to the requirements of the project		RW	Green															
Project Documentation & Methodology:																		
Develop Communications Plan, and then deliver throughout the project including press releases, social media, posters leaflets etc.		RW	Green	Completed by MJ														
Develop Monitoring Framework, including liaison with RMU		MJ	Green															
Design Engagement Process Methodology		MJ	Green															
Obtain CAD base plans from ECC		MJ	Green															
Research/Monitoring & Engagement Resources:																		
Research and analyse existing initiatives, strategies etc.		RW	Green	MJ to support analysis of built environment information														
Appoint Streets Systems fro camera monitoring		MJ	Green															
Collected baseline camera monitoring information with Streets Systems	11/11/2019	MJ	Green	Review after stage 1 engagement analysis														
Purchase materials for pop-up engagement events, and prepare supporting documents such as sign in sheets.		RW	Green	Completed by WM														
Set-up on-line mapping system/survey		MJ	Green															
Purchase Street kit and organise storage	30/09/2019	MJ	Green	All orders placed, firming up school storage arrangements WM														
Initial Contact with Stakeholders and Delivery Partners:																		
Presentation of potential changes to Highways Team to flag early concerns, information requirements.		MJ	Green	Presentation at ECC Design Forum workshop & on-site meeting with Vicky Duff														
Identification and initial meetings with stakeholders (including schools, Ward Councillors, Local Businesses etc.) -Provide opportunity to review and shape planned engagement approach -Stakeholder mapping		RW	Green	Carried out by WM, and will be on-going during project delivery														
Project Governance:																		
Establish governance structure (including project panel and Working Groups). Attend steering group meetings and project meetings		RW	Green	MJ worked with HA to confirm structure														
Define scoring/cost benefit matrix with ECC		MJ	Green	Scoring table used as part of W1 trials CBA to be confirmed by ECC														
ECC Catch-ups & Reporting Weekly catch-ups are conducted via Skype with ECC and a meeting/reporting schedule has been agreed:		RW/WM	Green	Established and structured by MJ with support from WM (August report is drafted)														

Project Set-up & Governance

