

**Staffordshire Integrated Commissioning project plan**

			April				May				June				July	August	Sept	Oct	Nov	Dec	Jan	feb	mar			
item	Activity	Lead	wk 1	wk 2	wk 3	wk 4	wk 5	wk 6	wk 7	wk 8	wk 9	wk 10	wk 11	wk 12	wk 13	wk 14	month4	month5	monrh6	month7	month8	month9	month10	month11	month12	
			31/03/14	07/04/14	14/04/14	21/04/14	28/04/14	05/05/14	12/05/14	19/05/14	26/05/14	02/06/14	09/06/14	16/06/14	23/06/14	30/06/14										
<b>1 Consultancy support</b>																										
		Amanda Lloyd/ Rita Symonds																								
1.1	Advertise for consultant																									
1.2	Recruit consultant	Rita Symonds																								
	Agree scope of activity & resources	Amanda Lloyd/ consultant																								
1.3	Consultant start																									
<b>2 information gathering</b>																										
	Review existing commissioning structures & governance	Amanda Lloyd																								
2.1	collate budget & spend information on service delivery areas	CCG & SCC finance leads																								
2.2																										
<b>3 agreeing commissioning approach</b>																										
	Defining change requirements	John Glasby?																								
	implementing change requirements	SCC/CCG																								
<b>4 agreeing scope / structures</b>																										
	workshop 1 (scope)	Consultant / AL																								
	workshop 2 (structures - incl. governance)	Consultant / AL																								
	workshop 3 (activity / footprint)	Consultant / AL																								
	development of 'vanilla' version s75	Consultant / AL																								
	development of workstream versions	Consultant / AL																								
	clarification meetings (individual)	AL																								
<b>5 defining activity &amp; outcomes</b>																										
	workstream working groups	SCC/CCG																								
	modelling working group	Finnamore																								
	7-day working group	SCC/CCG																								
	Finance working group	SCC/CCG																								
	metrics & targets working group	SCC/CSU																								
<b>6 draft agreements</b>																										
	Heads of terms proposal	Consultant / AL																								
	headf of terms agreement	Consultant/AL																								
	1st draft agreement(s)	Consultant																								
	2nd draft agreement(s)	Consultant																								
	Final agreement	Legal SCC/CCG																								
<b>7 Approvals</b>																										
	Approvals HWB	RS /MS																								
	Approvals SCC	MS																								
	Approvals CCGs	RS																								
	Approvals Districts	HS																								
<b>8 operations</b>																										
	shadow form of operation																									

Head of terms -structure, teams, activity, budgets included, governance