Brentwood - Mobilisation Plan

Flag	Task Description	Start	Finish	Assigned	Status	Duration	Resource	Comments
1	Brentwood BC Mobilisation Programme							
2								
3	Management	12/02/19	15/02/19			4d		
4	Contract Award	12/02/19	12/02/19	Nicola Marsh	In Progress	1d	Brentwood Borough Council	
5	Kick Off Workshop	13/02/19	15/02/19	Eric Owen	Completed	3d	Axis Mobilisation Team (To include: IT, HR, Finance, Operations, Marketing & PMT) & Brentwood Borough Council Mobilisation team	
6	Mobilisation Teams Identified by Both Partners	13/02/19	13/02/19	Eric Owen	In Progress	1d		
7	Tasks & Responsibilities Identified	13/02/19	13/02/19	Eric Owen	In Progress	1d		
8								
9	Joint Weekly Mobilisation Meeting	04/02/19	04/06/19			87d		
10	Joint Weekly Mobilisation Meeting 1 - 19 (Every Monday)	04/02/19	03/06/19	Eric Owen	In Progress	86d	Axis Mobilisation Team (To include: IT, HR, Finance, Operations, Marketing & PMT) & Brentwood Borough Council Mobilisation team	
11	Identify Members and Dates for Governance Meetings	20/02/19	20/02/19	Eric Owen	Not Started	1d		
12	Develop Risk Register	20/02/19	04/06/19	Eric Owen	In Progress	75d		
13	Develop Continuous Improvement Plan	04/03/19	30/04/19	Eric Owen	Not Started	42d		
14	Agree Business Continuity Plan	25/03/19	29/03/19	Eric Owen	Not Started	5d		
15								
16	Customer Care	26/02/19	17/05/19			59d		
17	Agree and issue joint contract launch information	06/03/19	08/03/19	Sarah Bennett	In Progress	3d	Axis Marketing Team & Brentwood BC Marketing Team	
18	Agree and Issue contract award letter info to residents	27/02/19	28/02/19	Sarah Bennett	Not Started	2d	Axis Operations Team & Brentwood BC Operations Team	
19	E-Mail to members advising of contract award	26/02/19	12/03/19	Sarah Bennett	Not Started	11d		
20	Internal Comms advising staff of contract award	26/02/19	26/02/19	Sarah Bennett	Not Started	1d		
21	Agree and Issue further info letter to residents with rent stmt	01/05/19	08/05/19	Sarah Bennett	Not Started	6d		
22	Agree and create resident noticeboard posters	01/05/19	08/05/19	Sarah Bennett	Not Started	6d		
23	Meeting with resident groups	20/03/19	22/03/19	Sarah Bennett	Not Started	3d		
24	Meet the contractor' event	29/03/19	29/03/19	Sarah Bennett	Not Started	1d	Axis Operations Team	
25	Meet local housing managers	01/04/19	05/04/19	Sarah Bennett	Not Started	5d		
26	Leaseholder Consultations	13/05/19	17/05/19	Sarah Bennett	Not Started	5d		
27	Employment Opportunities Fayre	09/05/19	10/05/19	Sarah Bennett	Not Started	2d		
28								
29	Partnering Workshops	14/02/19	06/09/19			147d		
30	Partnering Workshops 1 - 9 (Fortnightly on Thursday)	14/02/19	06/09/19	Eric Owen	Not Started	147d	Axis Operations Team & Brentwood BC Operations Team	
31	Social value co-ordination Meeting	22/05/19	22/05/19		Not Started	1d	Axis Community Investment Team & Brentwood BC Community Investment team	
32	Review complaint handling processes & procedures	13/05/19	17/05/19		Not Started	5d	Axis Quality & Service Team	
33	Review Resident Satisfaction Survey Processes & Procedures	20/05/19	24/05/19		Not Started	5d		
34	Identify potential risk indicators - vulnerable residents	28/05/19	03/06/19		Not Started	5d		
35								
36	TUPE	12/02/19	09/05/19			63d		
37	Collation of details	12/02/19	25/03/19	Chris Houlihan	In Progress	30d	Axis HR Team	
38	Issue of measures to transferring staff	11/03/19	15/03/19	Chris Houlihan	Not Started	5d		
39	Meeting with transferring staff/ unions	01/04/19	05/04/19	Chris Houlihan	Not Started	5d		
40	One to One meetings with transferring staff	08/04/19	12/04/19	Chris Houlihan	Not Started	5d		
41	Identify core competencies & check accreditation	22/04/19	03/05/19	Chris Houlihan	Not Started	10d		
42	Identify Training Needs	08/05/19	09/05/19	Chris Houlihan	Not Started	2d		
43								
44	Health and Safety	11/03/19	22/03/19			10d		
45	Review H&S information/ process and procedures	11/03/19	22/03/19	Chris Houlihan	Not Started	10d	Axis H&S Team	
46								

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47		Risk Assessment Working Group	21/02/19	30/05/19			71d		
48		Risk Assessment Working Group 1 - 4 (Monthly on Thursday)	21/02/19	16/05/19	Chris Houlihan	Not Started	61d	Axis H&S Team & Brentwood BC H&S Team	
49		Insurances	29/04/19	03/05/19	Chris Houlihan	Not Started	5d	Axis H&S Team	
50		Asbestos Register	01/04/19	12/04/19	Chris Houlihan	Not Started	10d		
51		Statutory authorities	15/04/19	23/04/19	Chris Houlihan	Not Started	7d		
52		Appoint contract safety representatives	08/05/19	09/05/19	Chris Houlihan	Not Started	2d		
53		CRB/DBS checks	04/03/19	30/05/19	Chris Houlihan	Not Started	64d		
54									
55		Uniforms and Branding	20/03/19	04/06/19			55d		
56		Agree branding guidelines & Document templates	20/03/19	20/03/19	Sarah Bennett	In Progress	1d	Axis Marketing Team & Brentwood BC Marketing Team	
57		Order Uniforms / PPE	20/03/19	17/05/19	Chris Houlihan	Not Started	43d	Axis Marketing Team	
58		Issue uniforms	03/06/19	04/06/19	Chris Houlihan	Not Started	2d	Axis Operations Team	
59									
60		Sustainability	23/04/19	13/05/19			15d		
61		Agree waste Management plan	23/04/19	29/04/19	Nicola Marsh	Not Started	5d	Axis Sustainability Team	
62		Agree site waste practices	29/04/19	03/05/19	Chris Houlihan	Not Started	5d		
63		Agree waste reporting structure	07/05/19	13/05/19	Chris Houlihan	Not Started	5d		
64									
65		Fleet and Van Stocks	11/02/19	04/06/19			82d		
66		Order Fleet	25/02/19	03/06/19	Chris Houlihan	Not Started	71d	Axis Fleet Team	
67		Place Van Stock orders with suppliers	20/05/19	03/06/19	Chris Houlihan	Not Started	11d	Axis Operations Team	
68		Branding	11/02/19	22/02/19	Chris Houlihan	In Progress	10d	Axis Fleet Team	
69		Issue van stock	03/06/19	04/06/19	Chris Houlihan	Not Started	2d		
70		Issue of vans	03/06/19	04/06/19	Chris Houlihan	Not Started	2d		
71									
72		Financial Management	08/04/19	03/06/19			41d		
73		Finance	08/04/19	03/05/19			20d		
74		Agree and allocate cost codes & budgets	08/04/19	12/04/19	Phoebe Barnes	Not Started	5d	Axis Finance Team	
75		Invoicing - Agree Process Map & Procedure	15/04/19	23/04/19	Nicola Marsh	In Progress	7d		
76		Agree Report Structure & Review	23/04/19	29/04/19	Nicola Marsh	Not Started	5d		
77		Agree Budget Review Mechanisms & Dates	29/04/19	03/05/19	Nicola Marsh	Not Started	5d		
78									
79		KPIs	13/05/19	03/06/19			16d		
80		Agree Data Collection	13/05/19	17/05/19	Vijay Parmar	Not Started	5d	Axis PMT & Brentwood Borough Council PMT	
81		Agree KPI Processes & Procedures	20/05/19	03/06/19	Nicola Marsh	Not Started	11d		
82									
83		Delivery	14/02/19	21/06/19			92d		
84		Demobilisation of Outgoing Contractors	01/02/19	03/06/19			87d		
85		Demobilisation Meetings	01/02/19	24/05/19	Nicola Marsh	In Progress	81d		
86		Demobilisation Meetings 1 - 9 (Fortnightly on Thursday)	14/02/19	03/06/19	Nicola Marsh	Not Started	78d	Axis Operations Team & Incumbent Contractor	
87		Current Overdue Jobs Data Review	08/04/19	12/04/19	Nicola Marsh	Not Started	5d	Axis Operations Team & Axis PMT	
88		Current Jobs by Priority Data Review	15/04/19	23/04/19	Nicola Marsh	Not Started	7d		
89		Current Void Data Review	23/04/19	29/04/19	Nicola Marsh	Not Started	5d		
90		Agree Dates for Phased Start of Repairs Service	29/04/19	03/05/19	Nicola Marsh	Not Started	5d	Axis Operations Team	
91		Agree Dates for Start of Voids	07/05/19	13/05/19	Nicola Marsh	Not Started	5d		
92		Identify Current Supply Chain Utilisation	13/05/19	17/05/19	Nicola Marsh	Not Started	5d		
93									

	Flag	Task Description	Start	Finish	Assigned	Status	Duration	Resource	Comments
94		General Repairs	23/04/19	03/06/19			30d		
95		Analysis of Existing Data for Scheduling System Trade Slots	23/04/19	29/04/19	Chris Houlihan	Not Started	5d	Axis PMT	
96		Agree End to End Process	29/04/19	13/05/19	Eric Owen	Not Started	11d	Axis Operations Team	
97		Agree Reporting Structure	13/05/19	17/05/19	Nicola Marsh	Not Started	5d		
98		Identify Required Operatives	20/05/19	24/05/19	Chris Houlihan	Not Started	5d		
99		Identify Specialist Sub-Contractors	28/05/19	03/06/19	Nicola Marsh	Not Started	5d		
100		OOH Resource Plan	22/05/19	23/05/19	Chris Houlihan	Not Started	2d		
101									
102		Communal repairs	23/04/19	16/05/19			18d		
103		Analysis of Existing Data for Scheduling System Trade Slots	23/04/19	29/04/19	Chris Houlihan	Not Started	5d	Axis PMT	
104		Agree Processes and Current Issues	07/05/19	09/05/19	Eric Owen	Not Started	3d	Axis Operations Team	
105		Identify Estate Inspection Programme	30/04/19	02/05/19	Nicola Marsh	Not Started	3d		
106		Identify trade slots and geographical set up	14/05/19	16/05/19	Chris Houlihan	Not Started	3d	Axis PMT	
107									
108		Aids & Adaptations	29/04/19	03/06/19			26d		
109		Agree End to End Process	29/04/19	13/05/19	Eric Owen	Not Started	11d	Axis Operations Team	
110		Agree Reporting Structure	13/05/19	17/05/19	Nicola Marsh	Not Started	5d		
111		Identify Specialist Sub-Contractors	28/05/19	03/06/19	Chris Houlihan	Not Started	5d		
112									
113		Voids	01/05/19	07/06/19			28d		
114		Identify Void Types	01/05/19	01/05/19	Nicola Marsh	Not Started	1d	Axis Operations Team	
115		Agree End to End Process	07/05/19	13/05/19	Eric Owen	Not Started	5d		
116		Agree Reporting Structure	13/05/19	17/05/19	Nicola Marsh	Not Started	5d		
117		Identify Void Manager	03/06/19	07/06/19	Nicola Marsh	Not Started	5d		
118		Identify Void Teams	28/05/19	03/06/19	Nicola Marsh	Not Started	5d		
119									
120		Gas	23/04/19	03/06/19			30d		
121		Analysis of Existing Data for DRS Trade Slots	23/04/19	29/04/19	Chris Houlihan	Not Started	5d	Axis PMT	
122		Analysis of Servicing Profile	29/04/19	03/05/19	Chris Houlihan	Not Started	5d		
123		Agree End to End Process	07/05/19	13/05/19	Eric Owen	Not Started	5d	Axis Operations Team	
124		Agree Reporting Structure	13/05/19	17/05/19	Nicola Marsh	Not Started	5d		
125		Identify Required Operatives	20/05/19	24/05/19	Chris Houlihan	Not Started	5d		
126		Identify Specialist Sub-Contractors	28/05/19	03/06/19	Chris Houlihan	Not Started	5d		
127									
128		Complete Property Survey	29/04/19	13/05/19			11d		
129		Agree Project Programme	29/04/19	01/05/19	Nicola Marsh	Not Started	3d	Axis Operations Team	
130		Agree End to End Process	02/05/19	03/05/19	Nicola Marsh	Not Started	2d		
131		Agree Documentation	07/05/19	13/05/19	Nicola Marsh	Not Started	5d		
132									
133		Planned Works	01/05/19	08/05/19			6d		
134		Agree Project Programme	01/05/19	03/05/19	Nicola Marsh	Not Started	3d	Axis Operations Team	
135		Agree Resident Engagement Process	07/05/19	08/05/19	Nicola Marsh	Not Started	2d		
136									
137		Supply Chain Management	08/04/19	03/06/19			41d		
138		Identify contract specific materials	29/04/19	03/05/19	Chris Houlihan	Not Started	5d	Axis Operations Team	
139		Identify warranty information held	07/05/19	13/05/19	Nicola Marsh	Not Started	5d		
140		Identify specialist contractors	20/05/19	03/06/19	Nicola Marsh	Not Started	11d		

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141		Review Subcontractor PQQ Data	08/04/19	30/05/19	Chris Houlihan	Not Started	39d		
142									
143		− Training	31/05/19	04/06/19			3d		
144		Induction for Transferring TUPE Staff	31/05/19	04/06/19	Chris Houlihan	Not Started	3d	Axis HR , Fleet & Sustainability Teams	
145		Induction for Subcontractors	31/05/19	03/06/19	Chris Houlihan	Not Started	2d	Axis Operations Team	
146		PDA training for Operatives	31/05/19	04/06/19	Chris Houlihan	Not Started	3d	Axis Training Team	
147		Customer Care training for all staff	31/05/19	04/06/19	Nicola Marsh	Not Started	3d	Axis Quality & Service Team	
148		Safeguarding for all staff	31/05/19	04/06/19	Nicola Marsh	Not Started	3d		
149		E & D for all staff	31/05/19	04/06/19	Nicola Marsh	Not Started	3d		
150		H & S awareness for operatives	31/05/19	03/06/19	Chris Houlihan	Not Started	2d	Axis H&S Team	
151									
152		Information Technology	13/02/19	04/06/19			80d		
153		− IT Mobilisation Meeting	11/02/19	11/02/19			1d		
154		IT Mobilisation Kick Off Meeting	11/02/19	11/02/19	Vijay Parmar	In Progress	1d	Axis IT Team & Brentwood Borough Council IT Team	
155									
156		− Weekly Mobilisation Meeting	28/01/19	04/06/19			92d		
157		Weekly Mobilisation Meeting 1 - 22 (Every Monday)	28/01/19	04/06/19	Vijay Parmar	In Progress	92d	Axis IT Team & Brentwood Borough Council IT Team	
158									
159		− Setup of Co-Located Office	13/02/19	21/05/19			70d		
160		Order Data Lines	13/02/19	13/02/19	Vijay Parmar	Not Started	1d	Axis IT Team	
161		Agree IT Setup for new site	18/02/19	15/03/19	Vijay Parmar	Not Started	20d	Axis IT Team & Axis Operations Team	
162		Order Required Hardware	18/03/19	29/03/19	Vijay Parmar	Not Started	10d	Axis IT Team	
163		Data Line Delivery	14/02/19	13/05/19	Vijay Parmar	Not Started	63d		
164		Install & Configure Hardware	01/04/19	30/04/19	Vijay Parmar	Not Started	22d		
165		Configure LAN	14/05/19	20/05/19	Vijay Parmar	Not Started	5d		
166		Test & Sign Off Site	21/05/19	21/05/19	Vijay Parmar	Not Started	1d		
167									
168		− Interfaces	18/02/19	30/07/19			117d		
169		Agree Interface Requirements	18/02/19	18/02/19	Vijay Parmar	Not Started	1d	Axis IT Team & Brentwood Borough Council IT Team	
170		Build Interface Functional Specification	19/02/19	04/03/19	Vijay Parmar	Not Started	10d	Axis IT Team	
171		Agree Interface Technical Specification	05/03/19	18/03/19	Vijay Parmar	Not Started	10d	Axis IT Team & Brentwood Borough Council IT Team	
172		Interface Development	19/03/19	15/04/19	Vijay Parmar	Not Started	20d	Axis IT Team	
173		Internal Technical Testing	16/04/19	24/04/19	Vijay Parmar	Not Started	7d		
174		Client Technical Testing	25/04/19	09/05/19	Vijay Parmar	Not Started	11d	Axis IT Team & Brentwood Borough Council IT Team	
175		Handover to UAT	10/05/19	10/05/19	Vijay Parmar	Not Started	1d	Axis IT Team & Axis PMT	
176		UAT	13/05/19	24/05/19	Vijay Parmar	Not Started	10d	Axis PMT & Axis Operations Team	
177		Contingency	28/05/19	17/06/19	Vijay Parmar	Not Started	15d	Axis IT Team	
178		Go Live	19/06/19	19/06/19	Vijay Parmar	Not Started	1d	Axis IT Team & Brentwood Borough Council IT Team	
179		Support	19/06/19	30/07/19	Vijay Parmar	Not Started	30d	Axis IT Team & Axis PMT	
180									
181		− System Setup	11/02/19	04/06/19			82d		
182		High Level Discussion on System Setup	11/02/19	11/02/19	Vijay Parmar	Not Started	1d	Axis IT Team, Axis PMT & Axis Operations Team	
183		Detailed System Setup Discussion	26/02/19	28/02/19	Vijay Parmar	Not Started	3d		
184		System Setup Document Completed	01/03/19	14/03/19	Vijay Parmar	Not Started	10d	Axis IT Team & Axis PMT	
185		Dev & Test System Setup	15/03/19	28/03/19	Vijay Parmar	Not Started	10d		
186		Dev System Testing	29/03/19	11/04/19	Vijay Parmar	Not Started	10d	Axis IT Team	
187		Amendments to Dev & Test System Setup	12/04/19	18/04/19	Vijay Parmar	Not Started	5d	Axis IT Team & Axis PMT	

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188	⚑	System Setup Amendments due to Interfaces	23/04/19	29/05/19	Vijay Parmar	Not Started	27d		
189	⚑	Dev& Test System Setup Signed Off	30/05/19	30/05/19	Vijay Parmar	Not Started	1d		
190	⚑	Live System Setup	31/05/19	04/06/19	Vijay Parmar	Not Started	3d		
191									
192	⚑	⊟ Telephony	**28/02/19**	**04/06/19**			**69d**		
193	⚑	Requirements Agreed	28/02/19	27/03/19	Sarah Bennett	Not Started	20d	Axis IT Team & Axis Operations Team	
194	⚑	ID IVR Set-Up			Sarah Bennett	Not Started			
195	⚑	Implement Changes to IVR			Sarah Bennett	Not Started			
196	⚑	Test IVR			Sarah Bennett	Not Started			
197	⚑	Agree process for non-repair calls			Sarah Bennett	Not Started			
198	⚑	Phone Number Set-Up			Sarah Bennett	Not Started			
199	⚑	Staff training			Sarah Bennett	Not Started			
200	⚑	Agree Escalation/Emergency Process			Sarah Bennett	Not Started			
201	⚑	Call Centre Setup	28/03/19	23/04/19	Sarah Bennett	Not Started	19d	Axis IT Team	
202	⚑	Call Centre go Live	18/04/19	04/06/19	Sarah Bennett	Not Started	34d		
203									
204	⚑	⊟ Go Live	**04/06/19**	**01/07/19**			**20d**		
205	⚑	Go Live	04/06/19	04/06/19	Nicola Marsh	Not Started	1d	Axis Operations Team & Brentwood BC Operations Team	
206	⚑	Training & Head Office Support	04/06/19	01/07/19	Chris Houlihan	Not Started	20d	Axis IT Team & Axis PMT	