Alternative Service Delivery Model Milestones	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Develop scope & define purpose																		
1) Establish project board and arrange meetings																		
2)Establish Criteria for services in scope																		
3) Establish governance arrangements																		
Communication Plan																		
1)Stakeholder analysis																		
2)Consult with Staff / Union / Members																		
3)Engagement Across Council																		
4)Consultation with Key Stakeholders and Partners																		
Engage consultant																		
Establish work streams																		
1) Finance / Property/ ICT																		
2) HR / Comms/ Marketing																		
3) Legal & risk																		
4) Operations & services																		
5)Agree membership of work streams																		
6) Define work streams																		
7) Integrate Alternative Learning Disabilities Service Delivery Models into Project																		
8)Develop work plans																		
9) Prepare work stream reports																		
Develop Business case																		
1)Executive summary																		
2) Confirm Scope of Services																		
3)Benefits of Alternative Service Delivery Model																		
4)Drivers for change																		
5) Define organisation structure & management of proposed alternative service delivery model																		
6)Governance of new structure																		
7)Establish financial model and service profile costs																		
8)Identify Agreed Assets e.g fleet/ property etc																		
9) Agree TUPE arrangements and staff terms and conditions																		
10) Confirm commissioning assumptions																		
11)Agree Asset transfer and maintenance																		
12)Confirm and define scope of Alternative Service Delivery Model services																		
13) Agree design and level of support services																		
14)Establish and monitor risks																		
15) Confirm TECKAL Compliance																		
16)Include key assumptions from workstreams																		
17)Agree and establish key principals e.g Terms & Conditions																		
18)Obtain specialist legal / other advice																		
19) Additional Income Generation Opportunities																		
20)Define outcomes for service users																		
21) Prepare Alternative Service Delivery Model contract																		
22)Develop go live implementation plan																		
Political Approval																		
KEY																		
DMT: Departmental Management Team							16th May Sub / 18th May											
CMT: Corporate Management Team							19th May Sub / 24th May											
PEB : Preliminary Executive Board								31st May Sub / 6th June										
EB :Executive Board									22nd June Sub / 4th July									
CS: Community Scrunity & Social Care & Health Scrutiny								8th June Sub / 20th June										
Full Council											14th Sep							