Appendix One - Project Plan - Implementing Choice Based Lettings in Oxford

Tasks	2005 Aug	Sep	Oct	Nov	Dec	2006 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2007 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Research & site visits	■	■			■	■	■	■																			
Project planning	■	■	■																								
Report drafting	■	■								■						■											
Report to O&S Committee		■									■																
Report to Executive Board			1								2						3										
Devt of project team & groups			■															■									
Project team & groups meet			■	■	■	■	■	■	■		■	■						■	■	■	■	■	■	■			
Agree framework for CHR	■	■	■	■																							
Prepare consultation				■	■																						
Pilot consultation						■																					
Consultation exercise							■	■	■																		
Analyse consultation results										■																	
Project groups report										■																	
Prepare ICT tender documents										■	■																
Invite expressions of interest												■	■														
Prepare full ICT specification												■	■														
Shortlist and invite tenders														■	■												
Receive and evaluate tenders																■											
Prepare for banding (if agreed)												■	■	■													
Redraft Allocations Scheme														■	■												
Legal consultation															■												
Award ICT contract																	■										
Implement banding (if agreed)																		■	■	■							
Start work with ICT contractor																	■										
ICT system design																		■	■								
Revise policies & procedures																		■	■	■	■	■					
Agree RSL partnership agreement																		■									
Build new ICT system & interfaces																			■	■	■						
Prepare scheme documentation																					■	■	■				
ICT testing																								■	■		
Staff training																								■	■		
Prepare for launch																										■	
Launch																											■
First bidding																											■

Proposed Exec Board Reports: (1) Project Plan (inc. resource allocation)   (2) Proposals   (3) Contract award; set budget & agree Allocation Scheme

Abbreviations used: CHR (Common Housing Register) ICT (Information Communication Technology); RSL (Registered Social Landlord)

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