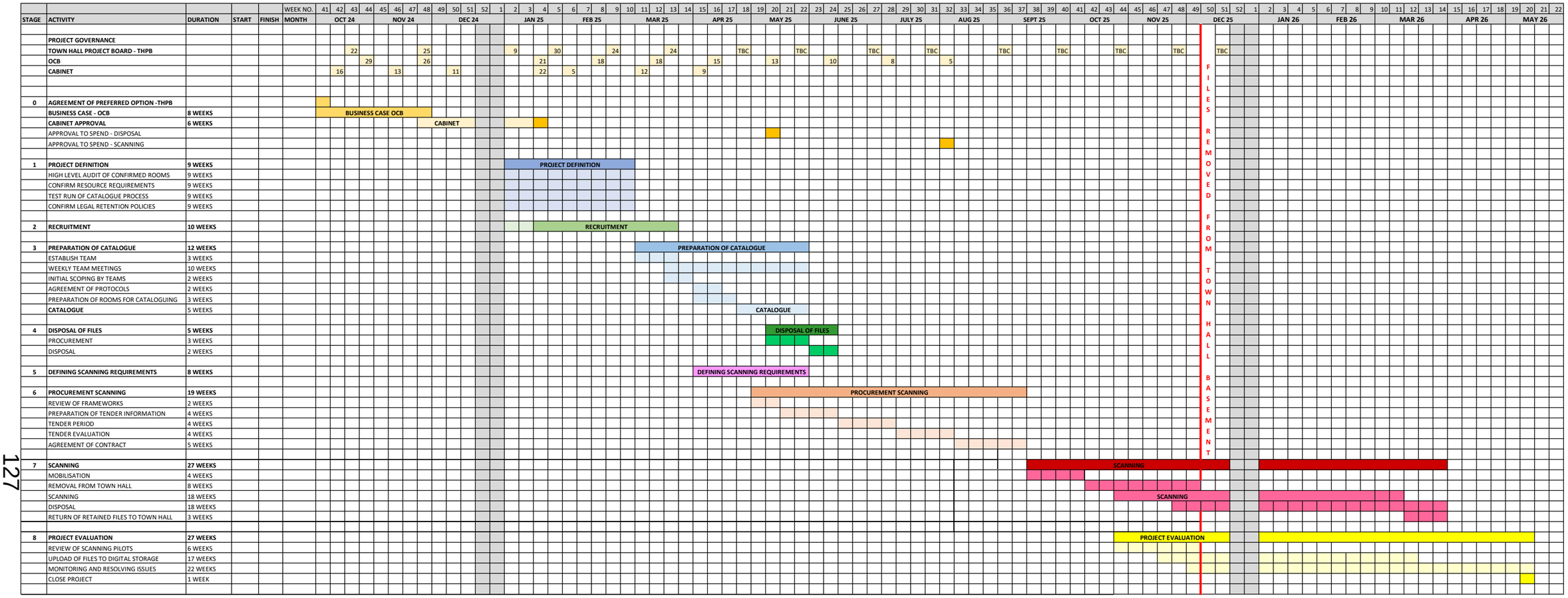
APPENDIX 1 - ARCHIVE SCANNING PROJECT - INDICATIVE PROGRAMME

STAGE	ACTIVITY	DURATION	START	FINISH	MONTH
	PROJECT GOVERNANCE				
	TOWN HALL PROJECT BOARD - THPB				
	OCB				
	CABINET				
0	**AGREEMENT OF PREFERRED OPTION -THPB**				
	BUSINESS CASE - OCB	**8 WEEKS**			
	CABINET APPROVAL	**6 WEEKS**			
	APPROVAL TO SPEND - DISPOSAL				
	APPROVAL TO SPEND - SCANNING				
1	**PROJECT DEFINITION**	**9 WEEKS**			
	HIGH LEVEL AUDIT OF CONFIRMED ROOMS	9 WEEKS			
	CONFIRM RESOURCE REQUIREMENTS	9 WEEKS			
	TEST RUN OF CATALOGUE PROCESS	9 WEEKS			
	CONFIRM LEGAL RETENTION POLICIES	9 WEEKS			
2	**RECRUITMENT**	**10 WEEKS**			
3	**PREPARATION OF CATALOGUE**	**12 WEEKS**			
	ESTABLISH TEAM	3 WEEKS			
	WEEKLY TEAM MEETINGS	10 WEEKS			
	INITIAL SCOPING BY TEAMS	2 WEEKS			
	AGREEMENT OF PROTOCOLS	2 WEEKS			
	PREPARATION OF ROOMS FOR CATALOGUING	3 WEEKS			
	CATALOGUE	5 WEEKS			
4	**DISPOSAL OF FILES**	**5 WEEKS**			
	PROCUREMENT	3 WEEKS			
	DISPOSAL	2 WEEKS			
5	**DEFINING SCANNING REQUIREMENTS**	**8 WEEKS**			
6	**PROCUREMENT SCANNING**	**19 WEEKS**			
	REVIEW OF FRAMEWORKS	2 WEEKS			
	PREPARATION OF TENDER INFORMATION	4 WEEKS			
	TENDER PERIOD	4 WEEKS			
	TENDER EVALUATION	4 WEEKS			
	AGREEMENT OF CONTRACT	5 WEEKS			
7	**SCANNING**	**27 WEEKS**			
	MOBILISATION	4 WEEKS			
	REMOVAL FROM TOWN HALL	8 WEEKS			
	SCANNING	18 WEEKS			
	DISPOSAL	18 WEEKS			
	RETURN OF RETAINED FILES TO TOWN HALL	3 WEEKS			
8	**PROJECT EVALUATION**	**27 WEEKS**			
	REVIEW OF SCANNING PILOTS	6 WEEKS			
	UPLOAD OF FILES TO DIGITAL STORAGE	17 WEEKS			
	MONITORING AND RESOLVING ISSUES	22 WEEKS			
	CLOSE PROJECT	1 WEEK			



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