

Appendix - Procurement Project Plan

Project Title	Procurement
Project Sponsor	Phil O'Dell, Director of Resources
Lead Officer	Simon Martin
Completion Date	31 March 2008
Document Control	Version 1.3

Action / Task	Person(s) Responsible	Deadline	Milestone	
Essex Procurement Hub				
1. Agree Essex Procurement Hub SLA and work programme	Tracy Turner	July 2006	SLA and work programme for Hub agreed by Executive Manager.	√
2. Commence operation of Essex Procurement Hub	Tracy Turner / John Wickes	September 2006	Hub operational.	√
3. Agree SLA	Tracy Turner	September 2006	SLA agreed by EMT.	√
4. Presentation to JMT and staff on operation of Essex Procurement Hub	John Wickes / Alaine Clarke	October 2006	Presentation provided to JMT and staff on operation of Hub.	√
5. Member seminar on Essex Procurement Hub and procurement project	John Wickes / Alaine Clarke	November 2006	Seminar provided to Members on Hub and procurement project.	√

Strategy, policies and procedures				
Action / Task	Person(s) Responsible	Deadline	Milestone	
6. Draft contract procedure rules	John Wickes	March 2007	Contract procedure rules drafted and approved.	
7. Draft procurement strategy	Simon Martin	March 2007	Procurement strategy drafted and approved.	√
8. Outline of procurement project and operation of the Hub (SLA)	Alaine Clarke	November 2006	Project plan agreed and draft procurement strategy discussed by Procurement Working Group.	√
9. Establish contracts register	John Wickes/Simon Martin	June 2007	Contracts register established.	
10. PAE spend analysis	John Wickes / Alaine Clarke	November 2006	Four areas of major spend identified for potential savings (including print and graphic design).	√
11. Identify posts with procurement (and contracting) skills and carry out training needs analysis	Simon Martin	June 2006	Posts identified and training needs analysis carried out.	
12. Produce policy manual/flow chart for operation of the Hub	John Wickes	March 2007	Policy manual/flow chart produced and circulated to EMT/JMT and uploaded to intranet.	
13. Carry out post implementation review and business case audit of	Simon Martin/ Phil O'Dell	September 2007	Marketplace reviewed.	

marketplace				
14. Embed Corporate Procurement Group	Simon Martin	March 2007	Corporate Procurement Group established and meeting regularly.	
15. Capture and publicise best practice contract relationship management existing in Housing and roll-out to all services	John Wickes / Simon Martin	September 2007	Best practice discussed at meeting of Corporate Procurement Group.	
16. Produce policies towards ethical and sustainable sourcing	Simon Martin / Phil O'Dell	September 2007	Corporate Procurement Group considered and produced policies.	
17. Establish Procurement area on the Council website	Simon Martin / Phil O'Dell	December 2007	Council website refreshed. Local business awareness.	
18. Implement FMS integration to Marketplace	Phil O'Dell	December 2007	FMS integration with Marketplace.	
19. Develop low value strategy	John Wickes / Phil O'Dell	June 2007	Low value strategy discussed at officer procurement group.	
20. Update on Essex Procurement Hub	John Wickes	March 2007	Update to Operations Committee 22 March 2007.	
21. Forward plan procurement activity	Simon Martin/John Wickes/Heads of Division	July 2007	Meeting held with each Head of Division, procurement activity identified and aligned with the Procurement Hub	

22. Establish local performance measures and standards, associated management information systems	Simon Martin/Phil O'Dell	August 2007	Local performance measures and standards established	
23. Review long term contracts	Simon Martin/John Wickes	September 2007	Confirmation that all contracts are adequately managed and monitored, are within budget and in accordance with specification	