

APPENDIX 1

Project Plan



<b>Project Title</b>	<b>Sustainable Community Strategy</b>
<b>Project Sponsor</b>	LSP Board
<b>Project Manager</b>	Alex Stewart, Strategic Partnership Manager (UDC)
<b>Completion Date</b>	28 March 2008
<b>Document Control</b>	Version 1.4

Action / Task	Person(s) Responsible	Deadline	Milestone	Progress	√
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<b>Project Planning</b>					
SCS project group set up to manage project	Alex Stewart	26 June	Members of SCS project group agreed.	Alex Stewart, Alaine Clarke and Sarah Nicholas met to discuss and draft project plan.	√
Draft project plan	Project Group	2 July	Project plan drafted for discussion at LSP Board.	Project plan drafted by Project Group.	√
LSP Board agree to act as project sponsor	LSP Board	2 July	LSP Board confirmed as project sponsor.		√
LSP Board discuss and agree project plan	LSP Board	2 July	Project plan agreed.		√
<b>Thematic Issues</b>					
Gather key issues from local councillors at UDC's Members'	Alaine Clarke Tracy Turner	30 June	Key issues identified.		

Briefing Day					
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Collate statistical data from draft District Profile and other sources	Alex Stewart Steve Rhenius	13 July	Statistical evidence of need and baseline data.		
Collate baseline information from previous consultation undertaken by partners in past 3 years, including LDF Core Strategy	Jane Elsom	13 July	Database of past consultation by partners, with baseline information.		
Collate details of current and future activities of LSP Working Groups in agreed format	Alex Stewart Jane Elsom	3 August	Project description and template emailed to LSP Working Groups requesting discussion and information on current and future activities, issues and gaps, external influences, statutory responsibilities etc.		
Determine emerging themes	Alex Stewart Jane Elsom Steve Rhenius	17 August	Themes identified for consultation.		
<b>Consultation</b>					
Liaise with Essex County Council re. consultation plan for Essex SCS	Alex Stewart	13 July	Essex County Council consultation schedule for Essex SCS.		√
Determine any consultations being carried out by partners in the next 6 months i.e. Tourism Mystery Shopper Exercise in August	Jane Elsom	13 July	Schedule of partners' consultation plans.		

Update draft consultation plan and circulate to partners for comment	Alex Stewart Jane Elsom	20 July	Consultation plan emailed to partners for comment and uploaded on Communities of Practice		
<b>Action / Task</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	<b>Milestone</b>	<b>Progress</b>	√

Determine facilitator(s) i.e. external or within partnership for workshops and associated costs	Alex Stewart	27 July	Facilitators agreed.		
Outline budget requirements for undertaking consultation on the SCS	Alex Stewart Jane Elsom	27 July	Budget requirements determined and circulated to partners.		
Locate and book suitable venues for workshops	Jane Elsom	27 July	Venues booked.		
Draft consultation discussion guide	Project Group Facilitator(s)	7 August	Discussion guide agreed.		
<b>Draft Consultation Plan</b>					
Consultation with Uttlesford Futures Board	Alex Stewart Essex Partnership	28 August	Board consulted.		
Stakeholder/public workshop on themes to feed into 1 <sup>st</sup> draft of SCS	Alex Stewart Facilitator(s)	Early September	Workshops held and consultation notes produced.		
Community workshops (x3) on themes to feed into 1 <sup>st</sup> draft of SCS	Alex Stewart Facilitator(s)	Mid September	Workshops held and consultation notes produced.		
Themed workshops (x?) to feed into 1 <sup>st</sup> draft of SCS	Alex Stewart Facilitator(s)	Mid September	Workshops held and consultation notes produced.		
Analyse workshop notes and feed into 1 <sup>st</sup> draft of SCS	Alex Stewart	End September- Early	Workshop notes analysed.		

		October			
1 <sup>st</sup> draft of SCS	Alex Stewart	Mid October	1 <sup>st</sup> draft of SCS available for consultation.		

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Public consultation via Uttlesford Life on 1 <sup>st</sup> draft of SCS (tie-in with consultation on LDF Preferred Option)	Project Group Richard Auty	October- November	Article and survey in Uttlesford Life.		
Public consultation via UDC website on 1 <sup>st</sup> draft of SCS (tie-in with LDF Preferred Option)	Project Group Michael Frost	October- November	Information and survey on UDC website.		
Analyse consultation responses on 1 <sup>st</sup> draft of SCS and feed into 2 <sup>nd</sup> draft of SCS	Project Group	December	Surveys analysed.		
2 <sup>nd</sup> draft of SCS	Alex Stewart	January	2 <sup>nd</sup> draft of SCS available for comment.		
Public comment via Uttlesford Life on 2 <sup>nd</sup> draft of SCS	Alex Stewart Alaine Clarke Richard Auty	January- February	Article in Uttlesford Life.		
Public comment via UDC website on 2 <sup>nd</sup> draft of SCS	Alex Stewart Michael Frost	January- February	2 <sup>nd</sup> draft of SCS on UDC website.		
Partners comment via Communities of Practice on 2 <sup>nd</sup> draft of SCS	Alex Stewart	January- February	2 <sup>nd</sup> draft of SCS on Communities of Practice.		
Consider comments on 2 <sup>nd</sup> draft of SCS and feed into final draft of SCS	Alex Stewart	February	Comments considered.		
Final draft of SCS	Alex Stewart	February	Final draft of SCS available for comment.		
Final draft of SCS available for	Alex Stewart	7 March	Final draft of SCS approved by		

comment via Uttlesford Futures Assembly			Uttlesford Futures Assembly.		
Publish SCS	Alex Stewart	28 March	SCS published in hard copy and available on UDC website and Communities of Practice.		

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Re-look at LSP working groups in light of the themes in the SCS	Alex Stewart	4 April	Working groups reviewed.		
Consider partner representation on LSP working groups	Alex Stewart	4 April	Partner representation reviewed.		
Working groups draft action plans for the short, medium and long-term	Alex Stewart	25 April	Action plans drafted.		
<b>Draft Communication Plan</b>					
Discussion report for LSP Board	Alex Stewart	2 July	Report discussed by LSP Board.		√
Collate key meeting dates from partners to feed into communication plan	Jane Elsom	13 July	Partners' key meeting dates collated.		
Update draft communication plan	Alex Stewart Richard Auty	20 July	Communication plan emailed to partners for comment and uploaded on Communities of Practice		
Set up a Communities of Practice for the LSP	Jane Elsom	20 July	Communities of Practice set up and LSP Board and Management Team informed of how it can be used to improve communication and exchange of		

			ideas.		
Report to LSP Management Team	Alex Stewart	7 August	Report outlining the themes, budget, facilitator(s) and discussion guide for workshops discussed by LSP Management Team.		

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Report to LSP Board	Alex Stewart	28 August	Report outlining the themes, budget, facilitator(s) and discussion guide for workshops discussed by LSP Board.		
Report to Community Committee	Alex Stewart	6 September	Report on themes and proposed workshops.		
Article in Uttlesford Life	Richard Auty	October	1 <sup>st</sup> draft of SCS for consultation.		
Report to East Area Panel	Alex Stewart	15 October	Report on 1 <sup>st</sup> draft of SCS.		
Report to South West Area Panel	Alex Stewart	16 October	Report on 1 <sup>st</sup> draft of SCS.		
Report to North Area Panel	Alex Stewart	18 October	Report on 1 <sup>st</sup> draft of SCS.		
Report to Community Committee	Alex Stewart	1 November	Report on 1 <sup>st</sup> draft of SCS.		
Report to LSP Management Team	Alex Stewart	27 November	Report on 1 <sup>st</sup> draft of SCS and consultation responses.		
Report to LSP Board	Alex Stewart	11 December	Report on 1 <sup>st</sup> draft of SCS and consultation responses.		
Article in Uttlesford Life	Richard Auty	January	2 <sup>nd</sup> draft of SCS for comment.		
Report to South West Area Panel	Alex Stewart	7 January	Report on 2 <sup>nd</sup> draft of SCS.		

Report to North Area Panel	Alex Stewart	8 January	Report on 2 <sup>nd</sup> draft of SCS.		
Report to East Area Panel	Alex Stewart	9 January	Report on 2 <sup>nd</sup> draft of SCS.		
Report to Community Committee	Alex Stewart	24 January	Report on 2 <sup>nd</sup> draft of SCS.		
Report to North Area Panel	Alex Stewart	25 February	Report on final draft of SCS.		
Report to East Area Panel	Alex Stewart	26 February	Report on final draft of SCS.		
<b>Action / Task</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	<b>Milestone</b>	<b>Progress</b>	√

Report to South West Area Panel	Alex Stewart	28 February	Report on final draft of SCS.		
Report to Community Committee	Alex Stewart	13 March	Report on final draft of SCS.		
Article in Uttlesford Life	Richard Auty	April	Article on SCS and where to obtain a copy.		