

Implementation Plan - 2 pages – Arial, 11 - submit as PDF

Start	End	Key Implementation Milestone	Responsibility
01.01.2023	29.01.2023	Pre-mobilisation activity commences – Programme Implementation Team meet to confirm pre-live actions, organise/confirm key 3SC roles, contact all subcontractors to confirm successful application & confirm profiles, programme roles/responsibilities including co-location agreements, marketing & communication protocols.	3SC
02.02.2023	03.02.2023	Contract sign-off between MOJ/ 3SC, key roles established.	MOJ/3SC 3SC/MOJ/SC 3SC 3SC 3SC
06.02.2023	Ongoing	Contract Mobilisation Group established - weekly meetings begin.	
02.02.2023	10.02.2023	Risk Management Plan reviewed/updated with contingencies identified & actioned.	
02.02.2023	10.02.2023	Review/confirm Quality, Safeguarding policies & processes with internal staff and subcontractors.	
06.02.2023	07.02.2023	Confirmation of quarterly Stakeholder Steering Group members – send scheduled meeting dates with standing agenda to membership and confirm pre-contract agreed services the partnership will utilise to deliver added value activities on the contract.	
02.02.2023	20.02.2023	Review of infrastructure/resource requirements (premises/staff/equipment/learning resources), ensure they are ready; Health & Safety/DDA compliant, Cyber Security Plus & funder compliant; identify/address gaps.	3SC
20.02.2023	24.02.2023	Governance Boards established.	3SC
20.02.2023	27.02.2023	Contract Operations Manual drafted.	
28.02.2023	01.03.2023	Subcontractors onboarded - final due diligence undertaken.	
28.02.2023	07.03.2023	Contract management portal activated.	
20.02.2023	20.03.2023	Identify Probation leaders to schedule ongoing quarterly programme workshops.	
01.03.2023	05.03.2023	Subcontractors (SC) sign contracts with 3SC to deliver contractual services.	3SC/SC
01.03.2023	10.03.2023	Subcontractor contract specific induction training.	
01.03.2023	10.03.2023	Service Communications Plan implemented.	
01.04.2023	-	Referrals start, service commences.	3SC

01.04.2023	Ongoing	Launch social media feeds & events.	
14.04.2023	Monthly	Ongoing monthly programme performance meetings with subcontractors begin.	
14.04.2023	Monthly	Monthly quality assurance checks begin.	
07.04.2023	Weekly	3SC weekly performance reviews with internal delivery staff begins.	
25.04.2023	04.05.2023	3SC monthly Contract Performance Assessments with subcontractors commence. 3SC first monthly performance report to MOJ and performance meeting.	3SC/SC 3SC
04.05.2023	08.05.2023	Evidence for first monthly unit report checked and signed off. Invoice sent to MOJ. SCs paid.	3SC
25.04.2023	04.05.2023	Monthly Performance Report and meetings between 3SC/MOJ. Service/Change Management/Contract Strategy Boards meet as timescales require.	3SC/MOJ 3SC/MOJ/SCs
01.10.2023	14.10.2023	Six-month review meeting of estimate of remaining hours (and again in final quarter).	3SC/MOJ
01.04.2024	08.04.2024	First Annual Review Meeting held. Complete Annual report on success, participant feedback, outcomes submitted. Disseminate to agreed list of stakeholders.	3SC/MOJ
01.04.2025	08.04.2025	Second Annual Review Meeting held. Complete Annual report on success, participant feedback, outcomes submitted. Disseminate to agreed list of stakeholders.	3SC/MOJ
01.04.2025	01.05.2025	Final contract report on success, participant feedback, outcomes submitted. Disseminated to agreed list of stakeholders following consultation with MOJ. If a 1-year extension is secured, the service is extended until 01.04.2026, if not, archive all evidence.	3SC/MOJ