

Forward Trust - Implementation Plan - Substance Misuse Recovery Programme Wales

No	Milestone and activities	Workstream Lead	Start date	Completion date	Duration in (working) days
IM0.0	Contract award				
0.01	Contract award notification	Carwyn Gravel Executive Director of Research and Development	08/02/2023	08/02/2023	1 days
0.02	Post-award tender negotiations with the Authority (if required)	Carwyn Gravel Executive Director of Research and Development	09/02/2023	21/02/2023	9 days
	Milestone - contracts signed by Executive Team/Trustee Board - call off effective date			21/02/2023	
IM0	Project management				
0.1	Refine and develop Implementation Project Plan and RAID log including Authority feedback	Implementation Manager	22/02/2023	23/02/2023	2 days
0.2	Set up Implementation board, appoint project team and workstream leads	Implementation Manager	24/02/2023	27/02/2023	2 days
0.3	Notify Authority names of workstream leads, contact details	Implementation Manager	28/02/2023	28/02/2023	1 day
0.4	Brief and mobilise project team and workstream leads	Implementation Manager	28/02/2023	02/03/2023	3 days
0.5	Agree project meeting and reporting schedule (internal and external)	Implementation Manager	28/02/2023	02/03/2023	3 days
	Milestone - implementation activity commences			02/03/2023	
IM1	Workforce 1A - Staff recruitment mapping				
1.1a	Review role Mapping and volume assessments	Edwin Ilo Head of Prisons	21/02/2023	22/02/2023	2 days
1.2a	Review drafted job descriptions	Edwin Ilo Head of Prisons	23/02/2023	01/03/2023	5 days
				01/03/2023	
IM1	Workforce 1B -Staff recruitment				
1.1b	Recruitment strategy reviewed based on gaps in transferring teams	Edwin Ilo Head of Prisons	01/03/2023	07/03/2023	5 days
1.2b	Budget approval	Edwin Ilo Head of Prisons	07/03/2023	07/03/2023	1 days
1.3b	Recruitment adverts live	Edwin Ilo Head of Prisons	08/03/2023	22/03/2023	10 days
1.4b	Interview candidates	Edwin Ilo Head of Prisons	27/03/2023	31/03/2023	5 days
1.5b	Appointments	Edwin Ilo Head of Prisons	03/04/2023	05/04/2023	2 days
IM2	Workforce 2A - payroll and pensions				
2.1a	Review documented payroll and pensions process to confirm fit for purpose	Caroline Thatcher Director of Human Resources	01/03/2023	14/03/2023	10 days
2.2a	Develop plan for payroll testing	Caroline Thatcher Director of Human Resources	01/03/2023	14/03/2023	10 days
2.3a	Ensure accurate payroll and pensions	Caroline Thatcher Director of Human Resources	10/04/2023	21/04/2023	10 days
2.4a	Develop contingency for non-receipt of necessary payroll information / payroll failure	Caroline Thatcher Director of Human Resources	10/04/2023	21/04/2023	10 days
2.5a	Meet pensions requirements	Caroline Thatcher Director of Human Resources	03/04/2023	30/04/2023	20 days
	Milestone achieved - payroll and HR systems are operational and in place			30/04/2023	
IM2	Workforce 2B - accurate and timely payroll systems				
2.1b	Provide systems evidence to Authority	Caroline Thatcher Director of Human Resources	13/03/2023	16/04/2023	35 days
	Milestone achieved - systems evidenced provided and signed off			16/04/2023	
IM1	Staff vetting				
3.1	Develop staff vetting plan	Caroline Thatcher Director of Human Resources	01/03/2023	07/03/2023	5 days
3.2	Carry out vetting in line with Probation Instruction	Caroline Thatcher Director of Human Resources	03/04/2023	28/04/2023	20 days
3.3	Develop plan to demonstrate ongoing compliance with Probation Instruction	Caroline Thatcher Director of Human Resources	03/04/2023	28/04/2023	20 days

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	Milestone achieved - staff vetting complete			28/04/2023	
4.0	Workforce 4 - staff training				
4.1	Staff training matrix finalised	Edwin Ilo Head of Prisons	06/03/2023	17/03/2023	10 days
4.2	Staff induction training delivered	Edwin Ilo Head of Prisons	06/03/2023	17/03/2023	10 days
IM6	ICT 1 - IT equipment				
6.1	Scope IT equipment requirements	Khayam Khan Director of ICT	27/02/2023	17/03/2023	15 days
6.2	IT equipment purchased and configured	Khayam Khan Director of ICT	20/03/2023	07/04/2023	15 days
6.3	IT equipment meets the Authority's requirements, including security	Khayam Khan Director of ICT	10/04/2023	21/04/2023	10 days
	Milestone achieved - IT equipment ready for go live			21/04/2023	
IM7	ICT 2 - Engage with Authority's digital and technology function				
7.1	Engage with Authority's digital and technology function	Khayam Khan Director of ICT	10/04/2023	21/04/2023	10 days
7.2	Proposed users determined and the Authority informed	Khayam Khan Director of ICT	21/04/2023	21/04/2023	1 day
7.3	Security vetting requirements determined	Khayam Khan Director of ICT	21/04/2023	21/04/2023	1 day
7.4	Security vetting completed	Khayam Khan Director of ICT	03/04/2023	28/04/2023	20 days
7.5	Service management arrangements agreed with Authority for users of Approved Systems	Khayam Khan Director of ICT	17/04/2023	21/04/2023	5 days
	Milestone achieved - interfaces and users confirmed			28/04/2023	
IM8	ICT 3 - Meeting cyber information assurance and data processing standards				
8.1	Provide evidence of adherence to Authority's requirements	Khayam Khan Director of ICT	20/03/2023	14/04/2023	20 days
8.2	Provide evidence of compliance with NCSC cloud security principles	Khayam Khan Director of ICT	20/03/2023	14/04/2023	20 days
8.3	Develop and test information security management plan	Khayam Khan Director of ICT	20/03/2023	14/04/2023	20 days
8.4	Obtain approval for information security management plan from Authority	Khayam Khan Director of ICT	20/03/2023	14/04/2023	20 days
	Milestone achieved - information assurance and data processing standards approved			14/04/2023	
IM9	Performance and quality arrangements				
9.1	Build quality and performance measures into monitoring and reporting	Edwin Ilo Head of Prisons	06/03/2023	28/04/2023	40 days
9.2	Develop and roll out schedule of monitoring aligned to Management Information Systems	Edwin Ilo Head of Prisons	06/03/2023	28/04/2023	40 days
	Milestone - performance and quality measures in place			03/03/2023	
IM10	Safeguarding arrangements				
10.1	Confirm Safeguarding policy is fit for purpose	Katy McGrath Safeguarding Lead	06/03/2023	28/04/2023	40 days
10.2	Conduct staff Safeguarding training	Katy McGrath Safeguarding Lead	08/05/2023	01/06/2023	19 days
10.3	Milestone - safeguarding arrangements in place and fit for purpose			01/06/2023	
IM11	Stakeholder and employer engagement				
11.1	Develop and roll out stakeholder and employer engagement plan	Edwin Ilo Head of Prisons	06/03/2023	28/04/2023	40 days
11.2	Establish working arrangements with stakeholders	Edwin Ilo Head of Prisons	06/03/2023	28/04/2023	40 days
11.3	Establish ongoing marketing and communications with stakeholders	Edwin Ilo Head of Prisons	06/03/2023	28/04/2023	40 days
	Milestone - stakeholder engagement activity complete			28/04/2023	
IM12	Marketing activity				
12.1	Develop and roll out marketing and social media plans	Sally Benton Executive Director of Fundraising and Communications	06/03/2023	28/04/2023	40 days
12.2	Conduct marketing activity aligned to 11.3		06/03/2023	28/04/2023	40 days
	Milestone - marketing plan carried out			28/04/2023	
	Operational Readiness				
14.1	Contract process walk-through	Edwin Ilo Head of Prisons	17/04/2023	21/04/2023	5 days
14.2	Contract processes refined with any changes communicated to the Authority	Edwin Ilo Head of Prisons	24/04/2023	26/04/2023	3 days
14.3	Go / no go final decision on all provision elements	Edwin Ilo Head of Prisons	27/04/2023	27/04/2023	1 day
14.4	Go-live	Edwin Ilo Head of Prisons	02/05/2023	02/05/2023	1 day