Sanctuary Draft Implementation Plan

Draft Implementation Plan
(approximate hours delivered / cumulative total)

WEEK -4 (02/10/17)
Initial meeting between project manager and DWP. Briefing meetings between recruitment consultants and JC Hub SPOCs. To complete:- Prince 2 Project Initiation Document; exchange of contact details; confirmation of invoicing procedure and cost centre codes; induction training content, learning outcomes, and dates confirmed; shortlist criteria for candidates agreed.

WEEK -3 (09/10/17)
Shortlist of 30 candidates. Marketing to design communications content and plan and approve with DWP. Finance to setup booking system and approval route/authorised persons. Software consultancy to produce IT plan (parallel).

WEEK -2 (16/10/17)
Marketing and telesales to produce confirmed longlist of 15-20 candidates. Report and CVs to be presented to DWP. Project progress review meeting between project manager and DWP.

WEEK -1 (23/10/17)
Induction training of 5 staff and 5 Temporary Workers. Required actions from PID to be delivered. JC Hubs to confirm dates of first sessions. Recruitment consultants to confirm attendance and report to DWP. (50/50)

WEEK 1 (30/10/17)
First sessions delivered. Quality checks on all sessions by Recruitment consultants and daily report to DWP. Temporary workers to be paid and billed. Shortlist to be revised based on performance feedback and productivity. Induction training (replicated by Sanctuary) to 5-10 Temporary Workers. Feedback on training provided to DWP. (100/150)

WEEKS 2-8 (06/11/17)
Additional recruitment to refine shortlist. At least 1 session to be delivered at all JCs. Approx 25% of hours to be fulfilled. Interim report and meeting. (200/350)

WEEKS 9-11 (18/12/17)
Holiday period

WEEKS 12-18 (08/01/17)
Approx 50% of hours to be fulfilled. Report and meeting (200/550)

WEEKS 19-25 (26/02/17)
Approx 75% of hours to be fulfilled. Report and meeting (200/750)

WEEKS 26-30 (16/04/17)
Remaining hours to be fulfilled. Final report and meeting (100/850)