

Stages, actions and deliverables

Assessment of existing systems, procedures policies and people	Define route map to successful CIL implementation	New systems, procedures, policies and people	Trial period and implementation
<p>ACTIONS</p> <ul style="list-style-type: none"> Set-up project implementation group covering all relevant services Define existing systems, procedures, policies and people Conduct initial officer workshop to set objectives, identify challenges and constraints and set initial roles and responsibilities Agree project management, sponsorship and governance 	<p>ACTIONS</p> <ul style="list-style-type: none"> Define future requirements for systems, procedures, policies and people Define how existing systems, procedures, policies and people need to change. Define roles and responsibilities; timescales and dependencies Assess likely numbers of planning applications at go live date 	<p>ACTIONS</p> <ul style="list-style-type: none"> Produce/draft/procure/recruit new systems, procedures, policies and people. Recruit new staff (if required) Redefine staff roles (if required) Conduct internal briefing sessions Conduct briefing sessions with external stakeholders Prepare and issue CIL briefing note for local developers and landowners 	<p>ACTIONS</p> <ul style="list-style-type: none"> Conduct a trial run of the new systems and procedures Refine systems and procedures Refine and update CIL operations manual Clear backlog of s106 agreements as far as possible
<p>DELIVERABLES</p> <ul style="list-style-type: none"> Identified project manager and project sponsor Defined and agreed project objectives and scope 	<p>DELIVERABLES</p> <ul style="list-style-type: none"> Detailed programme Defined project budget Defined roles and responsibilities Defined project governance Captured in a Project Execution Plan Set CIL go-live date 	<p>DELIVERABLES</p> <ul style="list-style-type: none"> New systems, procedures, policies and people CIL operations manual Confirm CIL go-live date 	<p>DELIVERABLES</p> <ul style="list-style-type: none"> Successful trial run(s) Go live with CIL Final systems, procedures and policies