Appendix A

Joint Assurance Map - Outline Implementation Plan Including operational Trial

Outline Implementation Plan - Utilising Indicative Timings Only	Owner	June		July				August				September				October				November				
		Week 1 (15/06/20)	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Dec
Administration																								
Aubrey Williams - RPO / not available										ASW	ASW													
Dave Hull - FRPRO / not available										DH														
JIAC Meetings - future dates																								
Risk Mangement Boards - future dates			RMB												RMB									RMB
JAR Meetings- future dates (TBC)							JAR												JAR					
Planning																								
Hold initial JAR - to review Draft template	**ASW**	**Completed**																						
Ammend draft template (if reqd as above)	**ASW**	**Completed**																						
Arrange joint briefings DCC / Ch/Supts	**CH /PN**	**TBA**	**TBA**																					
Complete Written briefing for DCC / Ch Supts	**ASW**																							
Agree Delivery Team Roles and Responsibilities	**ASW/DH**	**Completed**																						
Schedule feedback meeting with DCC - following trial period	**CH/PN**	**TBC**	**TBC**																					
Arrange Discovery meetings with Remaining Functional leads	**ASW/DH**	**TBC**	**TBC**																					
Agree on length of trial period (dependent on frequency of meetings between DCC & Ch/Supts - **Assume 3 months**	**DCC**	**TBA**	**TBA**																					
Pilot new approach																								
Conduct briefings with DCC / Ch/Supts	**ASW**																							
Amap trialled by 4 Operational Functions	**DCC**																							
Capture Map content from 4 Ch/Supts	**ASW/DH**																							
Populate Map with trial data	**ASW**																							
Confirm updated content with Ch/Supts	**ASW**																							
Review Pilot / Feedback																								
Hold Review meeting with DCC	**ASW/DH**																							
Review all feedback / lessons leaned from participants	**ASW/DH**																							
Report findings to OPCC CEX CFO	**ASW**																							
Post Full implwmentation - Seek feedback from all leads	**ASW/DH**																							
Make any agreed changes (re-consider timescales if required)	**ASW/DH**																							
Full Implementation																								
Conduct discovery meetings with all remaining functional leads (16)	**ASW/DH**																							
Circulate briefing / template ahead of dicovery meetings	**ASW/DH**																							
Populate map with updated information	**ASW/DH**																							
Confirm updated content with all leads	**ASW/DH**																							
Make changes - following feedback	**ASW/DH**																							
Post implementation review	**ASW/DH**																							
GO LIVE across organisation	ASW/DH																							