

Our Sherford Development Group

Draft Action Plan v0.5

Task	Activity	Lead Role / Resource	Timescale	Input	Output
1.0	STRATEGIC				
1.00	Development Group				
1.01	Determine common vision, objectives and core membership	Core members	27.06.06	Material from presentations + member comments	Effective, constituted partnership
1.02	Identify all other key stakeholders across Group activity areas	Core members	27.06.06	Member suggestions	Pool of knowledge & interest
1.03	Engage with stakeholders as appropriate	Core members as appropriate/agreed	Ongoing	Meetings. Discussions, presentations	Effective consultation & involvement
1.04	Hold Group meetings	SHDC / DCC / PCC	TBA as appropriate	Officer time, venues	Effective consultation & involvement
1.05	Influence and inform decision makers	Group to determine	Ongoing	Written reports and e-presentations	Informed decision making
1.10	South Hams LSP				
1.11	Obtain South Hams LSP buy-in	NB/JPS	02.05.06	Presentation	Established communication channel
1.12	Produce draft Action Plan	Group / NB to co-ordinate	10.07.06 (for LSP meeting 18.07.06)	Input from Group	Action Plan and Gantt Chart. Presentation
1.13	Present Draft Action Plan	NB/JPS	18.07.06	Draft Action Plan and Gantt Chart. Presentation	Finalised Plan agreed with LSP
1.14	Ongoing Communication with LSP	tba	Ongoing from 02.05.06	Reports Presentations	Informed and engaged LSP
1.20	Plymouth 2020 Partnership				
1.21	Obtain Plymouth 2020 LSP buy-in	JPS	18.05.06	Presentation	Established communication

					channel
1.22	Present (or send) draft Action Plan	NB/JPS	Sept 2006	Draft Action Plan & Gantt Chart	Finalised Plan agreed with LSP
	OPERATIONAL				
2.00	Infrastructure Development				
2.01	Ensure standard infrastructure is built to optimum spec with flexibility for expansion	Core Members	2006/2009	Basic requirements for specification	Optimum spec Flexible infrastructure in place
2.02	Send out Request for Information to TelCos for added value work	ID	April 2006	Basic requirements for technical infrastructure	TelCo responses
2.03	Receive and analyse responses to Request for Information	ID/JH	May/June 2006	Knowledge of technical solutions and core membership decisions	Fully informed public and prospective private partners. Understanding of technical and partner options to inform decision making
2.10	Website Development Phase 1: Information Site www.southhams.gov.uk/sherford				
2.11.	Agree site structure plan	Core members	April/May 2006	Draft structure	Finalised structure plan
2.12	Appoint Site Editor	Core members		Person spec	Site Editor in post
2.13	Gather and prepare data and content	JPS and SHDC staff in conjunction with Red Tree	Ongoing from May 2006	Unprepared data	Content ready for input
2.14	Input content	JPS	Ongoing from June 2006	Input ready content	Structured website
2.15	Sign off by SSG	JPS/NB	14.06.06 (delayed as final docs not ready)	Presentation of site	SSG ownership of website
2.16	Soft Launch	JPS and SHDC staff	End June 2006	Go live	Website up and running
2.17	Validation Testing	User Group	July-August 2006	Comments from users	Recommendations for change
2.18	Full launch	Core members.	September 2006	Press Release	Public access to

		Media- in accordance with Press Protocol		Photo Op	available information
2.20	Website Development Phase 2: Marketing Site	Red Tree	tba		
2.21.	Agree site structure and plan				
2.22	Appoint Site Editor				
2.23	Gather and prepare data and content				
2.24	Input content				
2.25	Soft launch				
2.26	Validation Testing				
2.27	Full launch				
2.30	Website Development Phase 3: Community Site www.oursherford.org.uk	tba	tba		
2.31.	Agree site structure and plan				
2.32	Appoint Site Editor				
2.33	Gather and prepare data and content				
2.34	Input content				
2.35	Sign off by SSG				
2.36	Soft launch				
2.37	Validation Testing				
2.38	Full launch				
2.40	Communication Plan				
2.41	e-Newsletter	Core members	Ongoing from September 2006	Copy on activities Database of recipients	e-Newsletter at least 3x / year
2.42	Hard copy newsletter	Core members	Ongoing from September 2006	Copy on activities Database of recipients	Newsletter at least 3x / year