

Roseland Neighbourhood Development Plan - Project Plan - Update of 3 July 2013

Key Stages:		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
		13	13	13	13	13	13	13	13	13	13	14	14	14	14	14	14	14	14	14
1	Complete the 'Getting Started' phase (Timing, Budget, Resources)	Assembling Resources																		
2	Agree the Project Plan																			
3	Community Engagement (paper, electronic, meetings, events, stakeholders)				Summer Programme			Autumn Programme			Winter Programme			Spring Programme			Keeping everyone informed of progress			
4	Questionnaires (analysis of Q1; design, distribution, analysis of Q2)				Q1		Q2													
5	Building the Evidence Base (data from Cornwall Council, AONB etc)				Gathering Data				Analysis & Presentation											
6	Define and refine Scope, Vision & Objectives using Specialist Teams if required																			
7	Generate Options																			
8	Prepare Draft Plan																			
9	Consultation & Submission																			
10	Independent Examination																			
11	Referendum & Adoption																			

Note: Progress on the Project will be reviewed weekly by the Management Team and at least monthly by the Steering Group and with the 5 Parish Councils.

Roseland Neighbourhood Development Plan - Coordination Activity Summary - Update of 3 July 2013

Activities	Roles
1.0 Coordination	
1.1 Project Control and Coordination	
Identify and allocate resource update project plan reports draft plan	Management Team & Consultants
1.2 Budget Control	
identify costs produce cash flows authorise payments prepare business plans prepare grant applications	Management Team & Consultants
1.3 Consultation and Community Engagement	
social media workshops events surveys questionnaires website	Management Team & Consultants
1.4 Document Control	
evidence sourcing updating filing retrieval	Steering Group Secretary