

Asset Management System		Planned				2016											
Task name	Responsibility	Start date	Finish date	Duration	Progress	01/08	08/08	15/08	22/08	29/08	05/09	12/09	19/09	26/09	03/10	10/10	
A Project Initiation																	
Identify business case/need for project		23-May-16	23-May-16	1	✓												
Identify budget(s) and possible funding streams		23-May-16	23-May-16	1	✓												
Sign off from HoS/AD/Director to initiate project		23-May-16	23-May-16	1	✓												
Identify scope of project		01-Jul-16	12-Aug-16	31	✓												
Plan project timescales		15-Aug-16	16-Aug-16	2	✓												
B Documentation																	
Draft Specification	Kelly Wilson	15-Aug-16	19-Aug-16	5	✓												
Finalise input from IT	Kelly Wilson	22-Aug-16	26-Aug-16	5	✓												
Finalise specification	All	22-Aug-16	28-Aug-16	5	✓												
Receive first draft T+Cs from Legal	Philipa Dieobi	29-Aug-16	02-Sep-16	5	✓												
Finalise T+Cs	Philipa Dieobi	05-Sep-16	10-Sep-16	5	✓												
Send all final paperwork to Procurement	Kelly Wilson	05-Sep-16	10-Sep-16	5	✓												
C Procurement																	
Finalise Specification and confirm scope		05-Sep-16	11-Sep-16	5	✓												
Contact possible bidders to determine interest in market		12-Sep-16	18-Sep-16	5	✓												
ITQ period		19-Sep-16	02-Oct-16	10	✓												
Evaluate ITQ bids		03-Oct-16	09-Oct-16	5	✓												
Appoint successful bidder and raise order		03-Oct-16	09-Oct-16	5	✓												
Contract initiation meeting		10-Oct-16	16-Oct-16	5	✓												