Ledbury NDP public consultation detailed planning project plan 2021

Company name	Ledbury Town Council
Project lead	Phillip Howells
Project Start Date:	06/05/2021
Scrolling Increment:	107

Legend: | On track | Low risk | Med risk | High risk | Unassigned |

August   **September**   **October**

Milestone description	Category	Assigned to	Progress	Start	Days
1. Booking services					
Acquire Royal Mail Freepost licence: Freepost LEDBURY TOWN COUNCIL	Goal	Angie Price/LTC office	100%	06/05/2021	12
Book leaflet and questionnaire delivery in envelopes to all Ledbury parish post codes with Royal Mail for est w/c 24th May	Goal	Angie Price/LTC office	100%	06/05/2021	19
Get three quotes to print 6,700 leaflets in colour and 6,700 questionnaires in black & white	Goal	Angie Price & Nicola Forde	100%	06/05/2021	8
Purchase 6,700 C5 self seal envelopes and labels	Goal	Angie Price/LTC office	100%	06/05/2021	12
2. Completing reference documents					
Complete review and capturing of all Council, NDP WP and consultee suggestions for v9 edits to issues docs	Milestone	SG	100%	06/05/2021	6
Update data capture form with actions taken and cirulate to all contributors	Milestone	SG/Nicola Forde	100%	10/05/2021	2
Confirm final edited versions (v10) of consultation leaflet and questionnaire complete inc maps	Goal	SG	100%	11/05/2021	1
Confirm final version of Issues and options paper is updated in line with leaflet and questionnaire (to v10)	Goal	SG	100%	14/05/2021	2
Review topic guides 1-5 for agreement of versions to go onto the website for the consultation	Milestone	BB/SG	100%	11/05/2021	7
Agree A4 document to explain Topic guide 6 LVBA progress to go on the website and inviting contributions to it, eg	Milestone	CT/PH/SG	100%	14/05/2021	7
Review LVBA topic guide 6 completion date for agreement to go onto the website by the end of this public consultation	Milestone	CT/PH/SG	100%	07/05/2021	130
3. Setting up the website					
Submit supporting files for posting on the website and supporting systems as per the fling list; initial focus on: - Admin, project and budget files - Meeting agendas and notes	Milestone	PH/Office	100%	07/05/2021	15
Maps in issues paper, leaflets, topic guides etc to be checked by the Clerk for no illegal website accessability issues	Milestone	Angie Price	100%	12/05/2021	10
Ensure updated Bill's' Topic guides 1-5, the updated Issues and Option paper v10 and maps referenced in the leaflet and questionaire are posting on the website and filed	Milestone	SG/Office	100%	17/05/2021	5
Agree link information and QR code for the online survey with Max in order to include it in the printed leaflet and questionaire for testing	Milestone	SG/MB	100%	11/05/2021	2
Test printed leaflet and questionnaire work together with up to six volunteers	Milestone	SG/volunteers	100%	12/05/2021	3
Agree setting up of questionnaire in Survey Monkey with Max including QR code for device access.	Milestone	MB/SG	100%	14/05/2021	11
Test online questionnaire works including links to files inc maps on the website	Milestone	MB/SG/Cllrs/ volunteers	100%	26/05/2021	3
Online questionnaire goes live on the website with links on front page of LTC website and on relevant NDP pages	Goal	MB/SG/Office	100%	28/05/2021	1

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Online questionnaire and paper response period is for both by midnight Friday 16th July 2021 (extended to 19th July)	Milestone	MB/SG	100%	26/05/2021	55
Continue to file online on the website and in supporting filing systems new and updated documents as they become available during the consultation period	Milestone	PH/Office	100%	21/05/2021	57
4. Printing and stuffing into envelopes and delivery to Royal Mail					
Print, fold and staple 6,700 colour A5 leaflets	Goal	Printer	100%	14/05/2021	11
Print and fold 6,700 A4 black and white questionnaires	Goal	Office	100%	17/05/2021	8
Print NDP consultation info on 6,700 labels	Goal	Office	100%	18/05/2021	7
Recruit volunteers to help with stuffing leaflets and questionnaires into envelopes	Milestone	Cllrs/WP/Volunteers	100%	26/05/2021	6
Deliver, or have collected, required number (6,602) of stuffed and sealed envelopes to Royal Mail (keep rest by for other use)	Goal	Office	100%	01/06/2021	4
Delivery by Royal Mail	Goal	Royal Mail	100%	14/06/2021	6
5. Promotion inc social media					
Agree promo message/PR news release template for consultation message on all target SM sites and other media as per the Comms & consultation plan	Milestone	SG/Angie Price/Office	100%	14/05/2021	15
Send news release on the consultation process to printed and broadcast media as per the Comms and consultation plan	Milestone	SG/Angie Price	100%	25/05/2021	2
Post message onto all social media platforms identified that online survey now online	Milestone	SG/Office	100%	25/05/2021	3
Post reminder of online survey being available and to expect postal delivery of envelope in early June on all social media sites	Milestone	SG/Office	100%	21/06/2021	1
Send news release, produce and post posters in the town and post to social media dates, times and locations of physical events to be held as per section 8	Milestone	SG/Angie Price/Office	100%	22/06/2021	3
Post final reminder of online survey and postal questionnaire end dates on all social media sites	Milestone	SG/Office	100%	15/07/2021	1
6. In depth consultations with key groups up to end of June					
Review Comms and consultation document to agree split (with numbers and target interviewers) between in-depth proactive invites and emailed reminders of consultation period for any comment in addition to the questionnaire	Milestone	SG	100%	15/06/2021	1
Set up consultation form template with questions and other info for each key group to be consulted	Milestone	SG/PH	100%	15/06/2021	14
Recruit volunteers to help conduct in depth interviews (probably by zoom) inc setting up interview dates and times	Milestone	SG/WP	100%	17/05/2021	60
Chase up completed interview forms with signatures of consultee agreeing to publication of input	Milestone	SG/Office	100%	01/06/2021	30
7. Inviting contributions from other groups					
Agree list of groups and messages to each with media to be used	Milestone	SG	100%	15/06/2021	1
Send email or letters to these groups	Milestone	SG/Office	100%	23/06/2021	14
8. Organising physical presentations					

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Agree presentations and dates to be held (suggested a business morning and up to 3 days of physical presentations + possible permanent library display set up for people to visit, over a few hours each day)	Milestone	SG	100%	15/06/2021	1
Explore options, compare prices and book locations with refreshment options	Milestone	SG/Office	100%	15/06/2021	7
Design presentation materials - display boards A3, powerpoint or videos, posters	Milestone	SG/Office	100%	23/06/2021	4
Obtain quotes to produce materials	Milestone	Office	100%	25/06/2021	3
Give orders for production of materials	Milestone	Angie Price/Office	100%	28/06/2021	2
Recruit volunteers to help on the presentation dates with schedule of people to meet and talk with visitors, to explain about the consulation and ensure questionnaires completed (ideally on line) by any who have not already done so	Milestone	SG/Cllrs/volunteers	100%	21/06/2021	10
Arrange training day for volunteers on key issues if necessary	Milestone	SG/WP	100%	23/06/2021	3
Hold physical events (2 for 7th and 14th July)	Milestone	SG/WP/Office/Cllrs/ volunteers	100%	07/07/2021	8
9. Setting up data analysis					
Recruiting volunteers to carry out physical questionnaire data entry onto online survey app (6-10)	Milestone	SG/WP/Cllrs/ volunteers	100%	24/05/2021	5
Data entry training of volunteers by MB	Milestone	MB/SG/volunteers	100%	21/06/2021	3
Data entry ready to start from a week after physical posting of leaflet and questionnaire	Milestone	Volunteers	100%	22/06/2021	40
Entering of the qualitative data received onto the qualititative response spreadsheet to be conducted from the start of the online survey and to include the indepth interviews and other sources, to keep it up to date as we go along as far as possible	Milestone	SG/volunteers	100%	24/05/2021	140
Target date for all online and physical questionnaire and any other qualitative data to have been captured to pass onto MB for reporting	Goal	MB/SG	100%	31/07/2021	1

To add more data, Insert new rows ABOVE this one