

Appendix 2: Work Plan

Task Ref	Task	Sub Task Ref	Sub Task	Primary Contact	Proposed Start Date	Proposed End Date	Actual Start Date	Actual End Date
1	Upgrade DCC Asset Manager.Net to v 6.49.2				19/09/2011	05/10/2011	19/09/2011	05/10/2011
		1.1	Provide DCC Asset Cost Centre data to Internal Audit to check Cost Centres	Vicki Stainthorpe (Internal Audit)/Assets/Finance	17/10/2011	05/11/2011	17/10/2011	
2	Upgrade Easington Asset Manager.Net to v 6.49.2				06/10/2011	06/10/2011	06/10/2011	06/10/2011
3	Transfer DCC Asset Manager.Net to CIPFA Hosting							
		3.1	Liaise with ICT re placing data on FTP site	Adam Macdonald (ICT)	14/10/2011	18/10/2011	14/10/2011	18/10/2011
		3.2	CIPFA perform transfer of data for to their database server	Anthony Graham (CIPFA)	17/10/2011	20/10/2011	18/10/2011	19/10/2011
		3.3	Test transfer successful	ALL	21/10/2011	21/10/2011	19/10/2011	19/10/2011
4	CIPFA Split of Police and Fire Assets							
		4.1	CIPFA perform split of Police/Fire data onto separate database I n TEST environment	Phil Dentith (CIPFA)	31/10/2011	03/11/2011		
		4.2	Police and Fire test access	Beverly White (Police and Fire)	03/11/2011	03/11/2011		
		4.3	Roll-over Police and Fire Asset Manager.Net in TEST environment	Anita Hawkins (Finance)/Lesley Endean (Assets)	04/11/2011	04/11/2011		
		4.4	CIPFA apply to LIVE database	Phil Dentith (CIPFA)	04/11/2011	04/11/2011		
5	Request export of Easington Asset Manager.Net data							
		5.1	Liaise with CIPFA re export (Lesley Conway)	Lyn Alderson/Simon Green (CIPFA)	18/10/2011	18/10/2011	17/10/2011	17/10/2001
		5.2	Roll-over Easington Asset Manager.Net to 2011	Lesley Endean (Assets)	18/10/2011	18/10/2011	17/10/2011	17/10/2011
		5.3	Arrange for CIPFA to export data go to 9.1 below	Lesley Conway (CIPFA)	24/10/2011	25/10/2011	25/10/2011	25/10/2011
6	CIPFA create TEST Enviroment of DCC, Police and Fire Asset Register							
		6.1	CIPFA to create a copy of the DCC Asset Manager.Net for Testing purposes	Phil Dentith (CIPFA)	24/10/2011	27/10/2011	24/10/2011	
7	Allow Transactions for next Financial Year on TEST system							
		7.1	Liaise with CIPFA re use of TEST system	Lyn Alderson (Assets)	27/10/2011	27/10/2011		
		7.2	Under CAPS Module Tick relevant box	Lyn Alderson (Assets)/Lesley Endean (Assets)	27/10/2011	27/10/2011		
		7.3	Enter Property Transactions	Lesley Endean (Assets)	27/10/2011	28/10/2011		
		7.4	Log which records have undergone transactions	Lesley Endean (Assets)	27/10/2011	28/10/2011		
		7.5	Test roll-over into 2011/12 on TEST DCC Asset Manager.net	Phil Dentith (CIPFA)	28/10/2011	28/10/2011		
		7.6	Check Transactions have been processed correctly	Lesley Endean (Assets)	28/10/2011	28/10/2011		

	7.7	If issues liaise with CIPFA to roll-back TEST and test again	Lyn Alderson (Assets)/Phil Dentith (CIPFA)	28/10/2011	28/10/2011		
8	System DCC Roll-over into 2011/12						
	8.1	Liaise with CIPFA re backup to TEST	Lyn Alderson (Assets)/ Simon Green (CIPFA)	31/10/2011	31/10/2011		
	8.2	Roll-over TEST DCC Asset Manager.Net	Lesley Endean (Assets)/Anita Hawkins (Finance)	31/10/2011	31/10/2011		
	8.4	Report any issues to CIPFA	Lyn Alderson (Assets)/CIPFA	01/11/2011	01/11/2011		
	8.5	If issues liaise with CIPFA	Lyn Alderson (Assets)/CIPFA	01/11/2011	01/11/2011		
	8.6	If successful apply to LIVE	Simon Green (CIPFA)	01/11/2011	01/11/2011		
9	Loading of Teesdale IPF Spreadsheet						
	9.1	Transfer to IFRS Compliant Spreadsheet	Joanne Smart (Finance)	01/06/2011	07/10/2011	01/07/2011	07/10/2011
	9.2	Update information as per Financial Year End Accounts	Joanne Smart (Finance)	01/06/2011	28/10/2011	01/07/2011	
	9.3	Run and Review Validations	(Assets)/Joanne Smart (Finance)	04/10/2011	28/10/2011	04/10/2011	19/10/2011
	9.4	Review Cost Centres and Update	Assets/Finance/Service Accountant	24/10/2011	28/10/2011	04/10/2011	19/10/2011
	9.5	Liaise with CIPFA re merge to TEST	Lyn Alderson (Assets)	01/11/2011	01/11/2011		
	9.6	Send Teesdale IPF Spreadsheet to CIPFA	Lyn Alderson (Assets)/Adam Macdonald (ICT)	01/11/2011	01/11/2011		
	9.7	CIPFA perform merge into TEST	CIPFA	01/11/2011	04/11/2011		
	9.8	Review any error logs	Assets/Finance	04/11/2011	07/11/2011		
	9.9	CIPFA apply to LIVE	CIPFA	07/11/2011	07/11/2011		
10	Loading of Easington Data						
	10.1	Transfer to IFRS Compliant Spreadsheet	Lesley Conway (CIPFA)	25/10/2011	28/10/2011		
	10.2	Update information as per Financial Year End Accounts	Finance	25/10/2011	04/11/2011		
	10.3	Run and Review Validations	Database	25/10/2011	04/11/2011		
	10.4	Review Cost Centres and Update	Assets/Finance/Service Accounts	25/10/2011	04/11/2011		
	10.5	Liaise with CIPFA re merge to TEST	Lyn Alderson (Assets)	07/11/2011	08/11/2011		
	10.6	Send Easington IPF Spreadsheet to CIPFA	Lyn Alderson (Assets)/Adam Macdonald (ICT)	07/11/2011	07/11/2011		
	10.7	CIPFA perform merge into TEST	CIPFA	07/11/2011	10/11/2011		
	10.8	Review any error logs	Assets/Finance	10/11/2011	11/11/2011		
	10.9	CIPFA apply to LIVE	CIPFA	11/11/2011	11/11/2011		
11	Loading of Chester-le-Street Data						
	11.1	Transfer to IFRS Compliant Spreadsheet	Anita Hawkins (Finance)	03/10/2011	06/10/2011	03/10/2011	06/10/2011
	11.2	Update information as per Financial Year End Accounts	Anita Hawkins (Finance)	07/10/2011	11/11/2011	03/10/2011	
	11.3	Run and Review Validations	Claire Hanson (Assets)	07/10/2011	11/11/2011	07/10/2011	19/10/2011
	11.4	Review Cost Centres and Update	Assets/Finance/Service Accounts	31/10/2011	11/11/2011	12/10/2011	
	11.5	Liaise with CIPFA re merge to TEST	Lyn Alderson (Assets)	14/11/2011	14/11/2011		
	11.6	Send Chester-le-Street IPF Spreadsheet to CIPFA	Lyn Alderson (Assets)/Adam Macdonald (ICT)	14/11/2011	14/11/2011		
	11.7	CIPFA perform merge into TEST	CIPFA	14/11/2011	17/11/2011		
	11.8	Review any error logs	Assets/Finance	16/11/2011	18/11/2011		
	11.9	CIPFA apply to LIVE	CIPFA	18/11/2011	18/11/2011		
12	Loading of City of Durham Data						
	12.1	Transfer to IFRS Compliant Spreadsheet	David Shirer (Finance)	03/10/2011	07/10/2011	03/10/2011	07/10/2011
	12.2	Update information as per Financial Year End Accounts	David Shirer (Finance)	10/10/2011	18/11/2011	10/10/2011	
	12.3	Run and Review Validations	Claire Hanson (Assets)	17/10/2011	18/11/2011	17/10/2011	19/11/2011
	12.4	Review Cost Centres and Update	Assets/Finance/Service Accounts	07/11/2011	18/11/2011	17/10/2011	
	12.5	Liaise with CIPFA re merge to TEST	Lyn Alderson (Assets)	21/11/2011	21/11/2011		
	12.6	Send City of Durham IPF Spreadsheet to CIPFA	Lyn Alderson (Assets)/Adam Macdonald (ICT)	21/11/2011	21/11/2011		
	12.7	CIPFA perform merge into TEST	CIPFA	21/11/2011	24/11/2011		
	12.8	Review any error logs	Assets/Finance	23/11/2011	25/11/2011		
	12.9	CIPFA apply to LIVE	CIPFA	25/11/2011	25/11/2011		

13	Loading of Wear Valley Data	13.1	Transfer to IFRS Compliant Spreadsheet	David Shirer (Finance)	17/10/2011	19/10/2011	17/10/2011	20/11/2011
		13.2	Update information as per Financial Year End Accounts	David Shirer (Finance)	19/10/2011	25/11/2011	20/11/2011	
		13.3	Run and Review Validations	Lesley Endean (Assets)	24/10/2011	25/11/2011	20/11/2011	
		13.4	Review Cost Centres and Update	Assets/Finance/Service Accounts	21/11/2011	25/11/2011	20/11/2011	
		13.5	Liaise with CIPFA re merge to TEST	Lyn Alderson (Assets)	28/11/2011	28/11/2011		
		13.6	Send Wear Valley IPF Spreadsheet to CIPFA	Lyn Alderson (Assets)	28/11/2011	28/11/2011		
		13.7	CIPFA perform merge into TEST	CIPFA	28/11/2011	01/12/2011		
		13.8	Review any error logs	Assets/Finance	30/11/2011	02/11/2011		
		13.9	CIPFA apply to LIVE	CIPFA	02/11/2011	02/11/2011		
		14	Loading of Derwentside Data	14.1	Transfer to IFRS Compliant Spreadsheet	Joanne Smart (Finance)	17/10/2011	19/10/2011
14.2	Update information as per Financial Year End Accounts			Joanne Smart (Finance)	19/10/2011	02/12/2011		
14.3	Run and Review Validations			Lesley Endean (Assets)	31/10/2011	02/12/2011		
14.4	Review Cost Centres and Update			Assets/Finance/Service Accounts	21/11/2011	02/12/2011		
14.5	Liaise with CIPFA re merge to TEST			Lyn Alderson (Assets)	05/12/2011	05/12/2011		
14.6	Send Derwentside IPF Spreadsheet to CIPFA			Lyn Alderson (Assets)	05/12/2011	05/12/2011		
14.7	CIPFA perform merge into TEST			CIPFA	05/12/2011	08/12/2011		
14.8	Review any error logs			Assets/Finance	07/12/2011	09/12/2011		
14.9	CIPFA apply to LIVE			CIPFA	09/12/2011	09/12/2011		
15	Loading of Sedgefield Data			15.1	Transfer to IFRS Compliant Spreadsheet	Stephen Barber (Finance)	31/10/2011	03/11/2011
		15.2	Update information as per Financial Year End Accounts	Stephen Barber (Finance)	02/11/2011	09/12/2011		
		15.3	Run and Review Validations	Claire Hanson (Assets)	07/11/2011	09/12/2011		
		15.4	Review Cost Centres and Update	Assets/Finance/Service Accounts	28/11/2011	09/12/2011		
		15.5	Liaise with CIPFA re merge to TEST	Lyn Alderson (Assets)	12/12/2011	12/12/2011		
		15.6	Send Derwentside IPF Spreadsheet to CIPFA	Lyn Alderson (Assets)	12/12/2011	12/12/2011		
		15.7	CIPFA perform merge into TEST	CIPFA	12/12/2011	15/12/2011		
		15.8	Review any error logs	Assets/Finance	15/12/2011	16/12/2011		
		15.9	CIPFA apply to LIVE	CIPFA	16/12/2011	16/12/2011		
		16	Reconcile Accounts	16.1	Finance Run Reports in CAPS Module	Anita Hawkins (Finance)	19/12/2011	19/12/2011
16.2	Identify issues			Anita Hawkins (Finance)	19/12/2011	24/12/2011		
17	Project End	17.1	Review lesson learned	All	03/01/2012	03/01/2012		
		17.2	Review ongoing Asset Register Maintenance	Asset Management	03/01/2012	03/01/2012		