

Appendix 2: Single Asset Register Phase 2 (Migration of Council Dwellings)

Task Reference	Task	Sub Task Reference	Sub Task	Responsibility	Estimated Duration (working days)	Estimated Start Date	Estimated End Date	Note	Actual Start Date	Actual End Date
1	Preparation	1.01	Determine asset numbering protocol	Strategic Finance, Asset Information Team		Mon 05/11/2012	Fri 16/11/2012	Work on the spreadsheet can begin without this, but will need to be revisited once this task is complete		
		1.02	Determine Group / Archetype / Beacon structure	Strategic Finance, Housing Finance, Valuation Team		Mon 05/11/2012	Fri 16/11/2012	Work on the spreadsheet can begin without this, but will need to be revisited once this task is complete		
		1.03	Consider componentisation	Strategic Finance, Housing Finance		Mon 05/11/2012	Fri 16/11/2012	Work on the spreadsheets can progress without this		
		1.04	Consider the introduction of depreciation (as a replacement for the use of Major Repairs Allowance as a proxy)	Strategic Finance, Housing Finance, Valuation Team		Mon 05/11/2012	Fri 16/11/2012	Work on the spreadsheets can progress without this		
		1.05	Introduction of depreciation - valuer to provide asset lives and land/building splits	Valuation Team		Mon 05/11/2012	Mon 26/11/2012	Work on the spreadsheets can progress without this but this task needs to be complete before the file is sent to CIPFA for test		
		1.06	Make decision about garages (bring in City of Durham garages (currently in land and buildings?))	Strategic Finance, Housing Finance		Mon 05/11/2012	Fri 16/11/2012	Work on the spreadsheets can progress without this (COD garages could be done as a separate migration if necessary)		
		1.07	Make decision about inclusion of other HRA assets (e.g. Communal Rooms) - find out from CIPFA if this is appropriate to include in Housing module	Strategic Finance, Housing Finance		Mon 05/11/2012	Fri 16/11/2012	Work on the spreadsheets can progress without this (could be done as a separate migration if necessary)		
		1.08	Prepare reconciliation sheets for each area	Strategic Finance		Mon 05/11/2012	Fri 16/11/2012			
2	Loading of Wear Valley data	2.01	Complete migration spreadsheet with individual houses (including asset name, group, archetype)	Asset Information Team	5	Mon 05/11/2012	Fri 09/11/2012			
		2.02	Complete migration spreadsheet with individual garages (including asset name, location)	Asset Information Team	5	Mon 05/11/2012	Fri 09/11/2012			
		2.03	Reconcile list to Housing database	Asset Information Team, Housing Finance	3	Mon 12/11/2012	Wed 14/11/2012			
		2.04	Complete migration spreadsheet with financial information (as at 31/03/2012)	Strategic Finance	10	Thu 15/11/2012	Wed 28/11/2012			
		2.05	Complete reconciliation sheets, ensuring all variances are documented	Strategic Finance	1	Thu 29/11/2012	Thu 29/11/2012			
		2.06	Review spreadsheet before sending to data co-ordinator	Strategic Finance	1	Fri 30/11/2012	Fri 30/11/2012	The housing spreadsheet has no validation facility.		
		2.07	Review spreadsheet before sending to CIPFA	Asset Information Team	1	Mon 03/12/2012	Mon 03/12/2012	The housing spreadsheet has no validation facility.		
		2.08	Send spreadsheet to CIPFA for TEST	Asset Information Team	1	Tue 04/12/2012	Tue 04/12/2012			
		2.09	CIPFA to load spreadsheet into TEST	CIPFA	5	Tue 04/12/2012	Mon 10/12/2012			
		2.10	Review TEST migration (both asset and financial information)	Strategic Finance, Asset Information Team	1	Tue 11/12/2012	Tue 11/12/2012			
		2.11	CIPFA to load spreadsheet into LIVE	CIPFA	5	Wed 12/12/2012	Tue 18/12/2012			
		2.12	Review LIVE migration (both asset and financial information)	Strategic Finance, Asset Information Team	1	Wed 19/12/2012	Wed 19/12/2012			
		2.13	Produce post-merge reports and ensure all working papers are complete	Strategic Finance	2	Wed 19/12/2012	Thu 20/12/2012			
3	Loading of Easington data	3.01	Complete migration spreadsheet with individual houses (including asset name, group, archetype)	Asset Information Team	5	Thu 15/11/2012	Wed 21/11/2012			
		3.02	Obtain list of garages in order to itemise the garage value	Asset Information Team	1	Thu 15/11/2012	Thu 15/11/2012			
		3.03	Complete migration spreadsheet with individual garages (including asset name, location)	Asset Information Team	5	Fri 16/11/2012	Thu 22/11/2012			
		3.04	Reconcile list to Housing database	Asset Information Team, Housing Finance	3	Fri 23/11/2012	Tue 27/11/2012			

Task Reference	Task	Sub Task Reference	Sub Task	Responsibility	Estimated Duration (working days)	Estimated Start Date	Estimated End Date	Note	Actual Start Date	Actual End Date
		3.05	Develop approach to apportion financial information across individual dwellings, and agree with External Audit	Strategic Finance, External Audit	5	Mon 03/12/2012	Tue 11/12/2012	Easington only		
		3.06	Complete migration spreadsheet with financial information (as at 31/03/2012)	Strategic Finance	8	Wed 12/12/2012	Fri 21/12/2012			
		3.07	Complete reconciliation sheets, ensuring all variances are documented	Strategic Finance	1	Mon 07/01/2013	Mon 07/01/2013			
		3.08	Review spreadsheet before sending to data co-ordinator	Strategic Finance	1	Tue 08/01/2013	Tue 08/01/2013			
		3.09	Review spreadsheet before sending to CIPFA	Asset Information Team	1	Wed 09/01/2013	Wed 09/01/2013	The housing spreadsheet has no validation facility.		
		3.10	Send spreadsheet to CIPFA for TEST	Asset Information Team	1	Thu 10/01/2013	Thu 10/01/2013	The housing spreadsheet has no validation facility.		
		3.11	CIPFA to load spreadsheet into TEST	CIPFA	5	Thu 10/01/2013	Wed 16/01/2013			
		3.12	Review TEST migration (both asset and financial information)	Strategic Finance, Asset Information Team	1	Thu 17/01/2013	Thu 17/01/2013			
		3.13	CIPFA to load spreadsheet into LIVE	CIPFA	5	Fri 18/01/2013	Thu 24/01/2013			
		3.14	Review LIVE migration (both asset and financial information)	Strategic Finance, Asset Information Team	1	Fri 25/01/2013	Fri 25/01/2013			
		3.15	Produce post-merge reports and ensure all working papers are complete	Strategic Finance	2	Fri 25/01/2013	Mon 28/01/2013			
4	Loading of City of Durham data	4.01	Complete migration spreadsheet with individual houses (including asset name, group, archetype)	Asset Information Team	5	Wed 28/11/2012	Tue 04/12/2012			
		4.02	Complete migration spreadsheet with individual garages (including asset name, location) (if applicable for Durham)	Asset Information Team	5	Wed 28/11/2012	Tue 04/12/2012			
		4.03	Reconcile list to Housing database	Asset Information Team, Housing Finance	3	Fri 07/12/2012	Tue 11/12/2012			
		4.04	Complete migration spreadsheet with financial information (as at 31/03/2012)	Strategic Finance	10	Wed 09/01/2013	Tue 22/01/2013			
		4.05	Complete reconciliation sheets, ensuring all variances are documented	Strategic Finance	1	Fri 25/01/2013	Fri 25/01/2013			
		4.06	Review spreadsheet before sending to data co-ordinator	Strategic Finance	1	Mon 28/01/2013	Mon 28/01/2013			
		4.07	Review spreadsheet before sending to CIPFA	Asset Information Team	1	Tue 29/01/2013	Tue 29/01/2013	The housing spreadsheet has no validation facility.		
		4.08	Send spreadsheet to CIPFA for TEST	Asset Information Team	1	Wed 30/01/2013	Wed 30/01/2013	The housing spreadsheet has no validation facility.		
		4.09	CIPFA to load spreadsheet into TEST	CIPFA	5	Wed 30/01/2013	Tue 05/02/2013			
		4.10	Review TEST migration (both asset and financial information)	Strategic Finance, Asset Information Team	1	Wed 06/02/2013	Wed 06/02/2013			
		4.11	CIPFA to load spreadsheet into LIVE	CIPFA	5	Thu 07/02/2013	Wed 13/02/2013			
		4.12	Review LIVE migration (both asset and financial information)	Strategic Finance, Asset Information Team	1	Thu 14/02/2013	Thu 14/02/2013			
		4.13	Produce post-merge reports and ensure all working papers are complete	Strategic Finance	2	Thu 14/02/2013	Fri 15/02/2013			

Note the timescales above build in two weeks' downtime across the Christmas / New Year break