Green Garden Waste Draft High-level Implementation Plan

A draft High-level Implementation Plan has been designed for the implementation of a paid for Green Garden Waste Collection Service. The draft plan details the activities to be carried out from when the Community Consultation closed in early November 2016 through till the end of 2018.

The table below details the activities listed in the Draft High-level Implementation Plan below.

Reference	Dates (Week Beginning)	Title	Description
GGW-1	07/11/2016	Compile Green Garden Waste Consultation Results	Results of the Green Garden Waste Consultation (both postal and online) are compiled and analysis is carried out.
GGW-2	07/11/2016-21/11/2016	Complete Financial Model	The results of the Green Garden Waste Consultation are utilized to develop a financial model which determines the appropriate price for the service, given the demand, capacity, and costs.
GGW-3	28/11/2016-12/12/2016	Complete Communications Plan	A detailed Communications Plan is developed for the next 2 years, which includes information about the service and increasing demand for the service.
GGW-4	28/11/2016-12/12/2016	Complete Cabinet Report (Inc. Communications Plan, Payments, T&Cs, Procurement)	Cabinet Report completed as per template – including a detailed Communications Plan, Payments, T&Cs, and Procurement. Report to be provided to Alan Dawson ahead of 17 th January Cabinet.
GGW-5	12/12/2016	Obtain CSG Approval	Cabinet Report to be presented to and approved by CSG on 15th December.
GGW-6	16/01/2017-23/01/2017	Obtain Cabinet Approval	Cabinet Report to be presented to and approved by Cabinet on 17 th January. Extra week for cool-off period.
GGW-7	23/01/2017-30/01/2017	Procure New Collection Vehicle (Inc. Procurement Board)	Procure a new 26T Collection Vehicle – must be approved by Procurement Board.
GGW-8	30/01/2016–29/10/2018	Implementation of Communications Plan (Inc. Subscription Permit Stickers)	Commence implementation of the Communications Plan, including the distribution of subscription stickers to customers who have paid.
GGW-9	05/12/2016–30/01/2017	Implement Payment Process (Inc. Technology Platform)	Commence implementation of the Payment Process – including any required technology.

Reference	Dates (Week Beginning)	Title	Description
GGW-10	06/02/2016-29/10/2018	Obtain Financial Commitment from Residents (2 years)	Financial commitment for the Green Garden Waste Collections is required from residents for 2 years, including payments being processed.
GGW-11	20/02/2017-30/03/2017	Removal/Collection of Redundant Green Bins	All green bins which are not subscribed to the Green Garden Waste collection service are to be removed.
GGW-12	13/03/2017-20/03/2017	Clean/Sell/Recycle Redundant Green Bins	All collected green bins are to be cleaned, sold or recycled (redistributed).
GGW-13	20/03/2017-27/03/2017	Redistribution of Newly Required Green Bins	All subscribed customers which do not have a green bin will be provided with a recycled green bin.
GGW-14	06/03/2017-03/04/2017	Design Optimal Collection Routes	Based upon the subscribed residents, an optimal collection route will be designed to minimise time and resource required.
GGW-15	06/02/2017-27/02/2017	Design Optimal Staffing Resource Plan	Based upon the subscribed residents, an optimal resource plan will be designed to minimise time and resources required.
GGW-16	06/03/2017-27/03/2017	Recruit Per Resource Plan	Recruit fixed term contract staff as per the Resource Plan.
GGW-17	27/03/2017-03/04/2017	Green Garden Waste Collections Go-Live	Green Garden Waste Collections commence on 1st April 2017 and 2018.
GGW-18	29/10/2018-05/11/2018	Green Garden Waste Collections Cease	Green Garden Waste Collections cease on 31st October 2017 and 2018.
GGW-19	05/11/2018-31/12/2018	Reassess Feasibility for Paid Green Garden Waste Collections for 2019 and Beyond	Once the 2-year service has ceased on 31st October 2018 – the Council will reassess the feasibility of providing the service in 2019 and beyond.

Green Garden Waste High-Level Implementation Plan

Date: 7th December 2016

Version: 0.3

Author: Jonathan Chamberlain

London Borough of Barking&Dagenham

Project Status

Completed

On Target

Not on Targe

Week Beginning																	Jan-18											
		Status	07-NOV 21-NOV	117000 1170000 1170000	02-Jan 09-Jan 16-Jan 23-Jan	30-Jan 06-Feb 13-Feb 20-Feb	20-Mar 13-Mar 20-Mar	27-Mar 03-Apr 10-Apr 17-Apr	01-May 08-May 15-May 22-May	12-Jun 19-Jun 26-Jun 26-Jun	03-Jul 10-Jul 17-Jul 24-Jul	07-Aug 14-Aug 21-Aug 28-Aug	04-Sep 11-Sep 18-Sep 25-Sep	02-0ct 16-0ct 23-0ct	06-Nov 13-Nov 20-Nov 27-Nov	04-Dec 11-Dec 18-Dec 25-Dec	01-Jan 08-Jan 15-Jan 29-Jan	05-Feb 12-Feb 19-Feb 26-Feb	05-Mar 12-Mar 19-Mar 26-Mar	02-Apr 09-Apr 16-Apr 30-Apr	07-May 14-May 21-May 28-May	04-Jun 11-Jun 18-Jun 25-Jun	02-Jul 09-Jul 16-Jul 23-Jul	20-Aug 13-Aug 20-Aug 27-Aug	03-Sep 10-Sep 17-Sep 24-Sep	01-Oct 08-Oct 15-Oct 22-Oct 29-Oct	12-Nov 19-Nov 26-Nov	10-Dec 17-Dec 17-Dec
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GGW1 Compile Green Garden Waste Consultation Results	JC	С																										L
GGW2 Complete Financial Model	JC	С																										
GGW3 Complete Communications Plan	LS	G																										<u> </u>
GGW4 Complete Cabinet Report (Inc. Communications Plan, Payments, T&Cs, Procurement)	DC	G														***************************************												
GGW5 Obtain CSG Approval	CS	Α																										L
GGW6 Obtain Cabinet Approval	CS	G																										
GGW7 Procure New Collection Vehicle (inc. Procurement Board)	CS	G				_																						
GGW8 Implementation of Communications Plan (Inc. Subscription Permit Stickers)	COM	G																	_									
GGW9 Implement payment process (inc. Technology Platform)	CM	G																										
GGW10 Obtain Financial Commitment From Residents (2 years)	C&G	G																										
GGW11 Removal/Collection of Redundant Green Bins	C&G	G									*************************			******************			************************						************************			********************		L
GGW12 Clean/Sell/Recycle Redundant Green Bins	C&G	G																										L
GGW13 Redistribution of Newly Required Green Bins	C&G	G								***************************************	B0000000000000000000000000000000000000			000000000000000000000000000000000000000			000000000000000000000000000000000000000	C0000000000000000000000000000000000000	680000000000000000000000000000000000000	000000000000000000000000000000000000000					*******************************		000000000000000000000000000000000000000	
GGW14 Design Optimal Collection Routes	C&G	G								~		******************************	*************	************************										~~~~		******************		
GGW15 Design Optimal Staff Resource Plan	C&G	G								***************************************	B0000000000000000000000000000000000000			000000000000000000000000000000000000000			000000000000000000000000000000000000000	C0000000000000000000000000000000000000	680000000000000000000000000000000000000	000000000000000000000000000000000000000					*******************************		000000000000000000000000000000000000000	
GGW16 Recruit Per Resource Plan	C&G	G								~		************************	*************	************************						000000000000000000000000000000000000000				~~~~		******************		
GGW17 Green Garden Waste Collections Go-Live	C&G	G								***************************************	B0000000000000000000000000000000000000						000000000000000000000000000000000000000										0.0000000000000000000000000000000000000	
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GGW19 Reassess Feasibility for Paid Green Garden Collections for 2019 and Beyond	C&G	G																										