

## PROJECT PLAN FOR PLANNING BUS TRANSPORT REVIEW

Plan Date	Action	Date Commenced	Date Completed
WB 19 <sup>th</sup> Jun 06	Scoping of the review	21/06/06	28/06/06
WB 19 <sup>th</sup> Jun 06	Project Plan Review	21/06/06	28/06/06
WE 30 <sup>th</sup> Jun 06	Agree Scoping and project plan		
WB 3 <sup>rd</sup> Jul 06	<b>Commence initial evidence gathering</b>		
WB 3 <sup>rd</sup> Jul 06	Obtain copy of last council survey regarding Bus Transport		
WB 3 <sup>rd</sup> Jul 06	Prepare letters for Local Bus companies		
WB 10 <sup>th</sup> Jul 06	Prepare letter for Essex County Council		
WB 17 <sup>th</sup> Jul 06	Commence drafting of questionnaire for schools		
WB 26 <sup>th</sup> Sep 06	Provide draft of questionnaire to Review Committee for approval		
WB 9 <sup>th</sup> Oct 06	Prepare letters for local schools asking for assistance		
WB 30 <sup>th</sup> Oct 06	From responses of schools work out the number of questionnaires required		
WB 13 <sup>th</sup> Nov 06	Issue questionnaires to schools		
WB 4 <sup>th</sup> Dec 06	Start assessing the results from the questionnaire		
26 <sup>th</sup> Jan 07	<b>Completion of Investigation phase</b>		
29 <sup>th</sup> Jan 07	Preparation of draft of final report		
20 <sup>th</sup> Feb 07	Circulation of draft report		
3 <sup>rd</sup> Mar 07	Last day for amendments		
7 <sup>th</sup> Mar 07	Circulation of Final report to Committee		
20 <sup>th</sup> Mar 07	<b>Acceptance of report by Review Committee</b>		
22 <sup>nd</sup> Mar onwards	Recommendations passed to policy committee /full Council for ratification if appropriate		

All dates are indicative and can be moved although those in bold can be considered to be the milestones for the project. The dates can be brought forward should the initial evidence gathering phase be completed earlier than envisaged although it is expected that the main holiday period will delay some of the investigative work. The follow up activities resulting from the initial letters to the organisations have not been added, as these will be decided following the initial response.