

Revenues and Benefits Shared Service Top-Level Implementation Plan

	October				November					December			
	w/c 3	w/c 10	w/c 17	w/c 24	w/c 31 Oct	w/c 7	w/c 14	w/c 21	w/c 28	w/c 5	w/c 12	w/c 19	w/c 26
Key Events:													
First Joint Committee			♦										
Shared Service Go Live										♦			
First Joint Management Board												♦	
Implementation workstreams													
Human Resources				Selection and appointment of staff to new structure		Staff Induction and team building							
												Staff objectives agreed and training needs identified	
ICT	Data link installed, tested and signed off												
						Roll out of Homeworking							
	Establish new (Windows) operating platform												
	Bulk migration of document images												
Business Process Re-engineering Stage 1	25% complete				50% complete				75% complete				100% complete