

**SINGLE STATUS - JOB EVALUATION
PROJECT IMPLEMENTATION PLAN**

11 OCTOBER 2001 TO 1 APRIL 2004

TASK	Oct-01	Dec-01	Feb-02	Apr-02	Jun-02	Aug-02	Oct-02	Dec-02	Feb-03	Apr-03	Jun-03	Aug-03	Oct-03	Dec-03	Feb-04	Apr-04
Approval of terms of reference, scope, reporting lines, key tasks & delegated powers	1/10/01															
Joint Marketing of the Scheme																01/04/04
Identify people resources req'd	22/10/01	22/11/01														
Allocation of resources	22/10/01	22/11/01														
Production of project plan	22/10/01	22/11/01														
Approval of project plan		22/11/01														
F & M Committee 22/11/01		22/11/01														
Financial Planning																
Agree & record local conventions		01/12/01		30/04/02												
Purchase & delivery of software				30/04/02												
Developing help text			31/01/02													
Determine membership of Evaluation panels & Appeals panels																
Approval of panels																
F & M Committee 17/1/02			17/01/02													
F & M Committee 28/2/02			28/02/02													
Develop evaluation & JE appeals procedures			28/02/02													
Develop robust moderation process			28/02/02													
Consult JCC				15/03/02												
Approval for procedures				18/04/02												
F & M Committee 18/4/02				18/04/02												
Development of pre-evaluation																
Job Questionnaire																
Training of Steering Committee				30/04/02												
Training of Analysts					31/05/02											
Training of Benchmark Evaluation panels, managers & employees					31/05/02											
Selecting Benchmark Sample																
Gather info on sample - 25%			28/02/02													
Evaluate Sample Paper & Computerised processes					30/06/02											
Refine local conventions & help text					(4/week x 16 weeks)		30/09/02									
Check sample for consistency using							30/09/02									
Moderation process							31/10/02									
Research pay models & associated benefits								30/11/02								
Identify remaining posts for evaluation												30/04/03				
							31/10/02									

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Train Managers, TU's & employees									31/01/03							
Gather info on remaining posts									28/02/03							
Evaluate remaining posts - 75%										(9/week x 21 weeks)		31/07/03				
Publishing Job Summaries										(9/week x 21 weeks)		31/07/03				
Check for consistency using Moderation process												31/08/03				
Identify where re-evaluations/ further info required and moderate results													30/09/03			
Review Re-Grading procedure							31/10/02									
Consult JCC								30/11/02								
Approval of Revised Re-Grading procedure									31/01/03							
Review associated policies & procedures, i.e. Prof of Earnings, VER, & links to Best Value										30/04/03						
Consult JCC											30/06/03					
Approval of new/revised procedures												31/08/03				
Training Appeals panel												31/08/03				
Appeal Hearings - (1 stage only)** 30%													(3appeals/week x 6 months)			01/03/04
**more time needed if more than one appeal stage																
Production of Hierarchy																01/04/04
Consider options for pay models market supplements & benefits etc.														30/11/04		
Production of new pay structure																01/03/04
Approval of new pay structure																01/04/04