Full JSNA 2010/11: Time scale and Framework for Review/Update

Activity	Aug 09	Sept 09	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	March 10	April 10	May 10	June 10	July 10	Aug 10	Sept 10	Oct 10
Discuss & agree process and timescales with stakeholders and gain agreement on inputs (staff time and data)															
Create project infrastructure (Steps C1-C2 overleaf), develop project documentation and identify strategic and operational leads															
Undertake audit and preparation phase (Steps B1-B6)															
 Begin formal project work, including kick off meeting (Steps D1-D3) Continue monthly project meetings during the lifecycle of the project 															
Develop and agree Requirements Document (Steps E1-E4)															
Collect data															
 Conduct analysis (Steps F1-F6) and review Review and refine Requirements Document as appropriate Recollect and reanalyse data 															
Develop and refine JSNA document (Steps F7-F9)															
Community engagement, consult on and develop commissioning priorities															
Update Commissioning & Strategic Plans as required															

ACTIVITIES	TIME ELAPSED
Timing of next JSNA	0 months
 A1. Identify timetable for production of Sustainable Communities Strategies, Local Area Agreements and links to World Class Commissioning. A2. Set timing for JSNA kick off 	
Preparation	0-1 month
 B1. Audit of existing JSNA, focusing upon: Usefulness to commissioners / decision makers Future themes / groups to consider Key questions left unanswered Need for future community engagement to enhance JSNA B2. Audit of data, focusing upon: What was not included that would have been useful What additional information is required B3. Identify potential sources for information currently unavailable B4. Update resident / user surveys and systems to collect any additional information B5. Identify community engagement research required B6. Undertake community engagement research 	
Prior to kick off	0-1 month
 C1. Construct JSNA teams – project steering group and project team(s) C2. Provide a timetable of monthly meetings 	
Kick off meeting	1 month
 D1. Identify Project Manager resource D2. Review Audits (B1 & B2) and confirm focus D3. Inform commissioners / managers and analysts of need for support JSNA process 	

Developing Requirements Document	1-2 months
 E1. Project Manager to lead interviews with JSNA team & Commissioners to gain understanding of their requirements E2. Confirm with analysts availability of data and validity of approach E3. Share requirements and approaches with all JSNA team to review and consider additional requirements / joint requirements / sharing of information E4. Formal sign off of requirements document 	
Writing the JSNA	
 F1.Project Manager to propose structure of report to JSNA team F2.JSNA team to sign off proposed structure F3.Project Manager to lead / undertake data analysis F4.Project Manager to report back to JSNA team / commissioners for review F5.Formal change control process if Requirement Document is 	2-5 months
changed F6.Undertake additional analysis after feedback	
F7.Write up of Analysis F8.Review process of write up by JSNA Team / Commissioners F9.Formal Sign off by JSNA Team	5-6 months
Update Commissioning & Strategic Plans	6 months +