

ACTIVITIES	TIME ELAPSED
<p>Timing of next JSNA</p> <p>A1. Identify timetable for production of Sustainable Communities Strategies, Local Area Agreements and links to World Class Commissioning.</p> <p>A2. Set timing for JSNA kick off</p>	<p>0 months</p>
<p>Preparation</p> <p>B1. Audit of existing JSNA, focusing upon:</p> <ul style="list-style-type: none"> • Usefulness to commissioners / decision makers • Future themes / groups to consider • Key questions left unanswered • Need for future community engagement to enhance JSNA <p>B2. Audit of data, focusing upon:</p> <ul style="list-style-type: none"> • What was not included that would have been useful • What additional information is required <p>B3. Identify potential sources for information currently unavailable</p> <p>B4. Update resident / user surveys and systems to collect any additional information</p> <p>B5. Identify community engagement research required</p> <p>B6. Undertake community engagement research</p>	<p>0-1 month</p>
<p>Prior to kick off</p> <p>C1. Construct JSNA teams – project steering group and project team(s)</p> <p>C2. Provide a timetable of monthly meetings</p>	<p>0-1 month</p>
<p>Kick off meeting</p> <p>D1. Identify Project Manager resource</p> <p>D2. Review Audits (B1 & B2) and confirm focus</p> <p>D3. Inform commissioners / managers and analysts of need for support JSNA process</p>	<p>1 month</p>

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