

Appendix D – Summary delivery plan and high level risk register

Table 1. New estate parking management scheme summary roadmap 2020-22

1. Policy approval	Q3 2020/21
2. Surveys and Site Mapping	Q4 2020/21
3. Service Design, cost, and SLA	Q4 2020/21
4. Procedure and Systems phase 1	Q1 2021/22
5. Pilot sites identified	Q1 2021/22
6. TMO Stage 1 consultation approval	Q1 2021/22
7. Briefing and Training	Q1 2021/22
8. Procedure and Systems phase 2	Q1 2021/22
9. TMO Stage 2 consultation approval	Q2 2021/22
10. TMO notices approval	Q2 2021/22
11. Site Work (Signage, Line Marking etc.)	Q2 2021/22
12. Information and Notice	Q2 2021/22
13. Pilot sites launched	Q3 2021/22
14. Pilot site review	Q3 2021/22
15. Process review	Q3 2021/22
16. Roll out plan approved	Q3 2021/22
17. Roll out	Q3 2021/22 – Q4 2022/23

Table 2. Summary of the current high-level risk register

1. IT systems will not be able to support the recommended changes	– Impact High Probability Medium
2. Resources are not released or are withdrawn, due to competing demands	– Impact High Probability Medium
3. Implemented solutions will not deliver the expected business benefits	– Impact High Probability Medium
4. Legislative/regulatory changes affect policy	– Impact Medium Probability Medium
5. Budget restraints will render improvements undeliverable	– Impact High Probability Medium
6. Related projects delay implementation or don't deliver improvements affecting delivery	– Impact High Probability High
7. Organisational changes impact on service delivery	– Impact High Probability Medium
8. The performance of contractors affects ability to meet core targets	– Impact High Probability High
9. Annual leave/unplanned absence negatively impacts on delivery	– Impact Medium Probability Medium
10. Decision making bodies decline to approve request or support recommendations.	– Impact High Probability Medium
11. Consultation returns a negative response to proposals	– Impact Medium Probability High
12. Specialist resources are not available to undertake the work required	– Impact Medium Probability Low