Modelling / technical work			Febru	ary		March			April			May				June			July				August			September				October				November			December				Jan-2						
Task	Notes	04/02/2019	11/02/2019	18/02/2019	25/02/2019	04/03/2019	18/03/2019	25/03/2019	01/04/2019	08/04/2019	15/04/2019	22/04/2019	29/04/2019	06/05/2019	13/05/2019	20/05/2019	27/05/2019	03/06/2019	17/06/2019	24/06/2019	01/07/2019	08/07/2019	15/07/2019	22/07/2019	29/07/2019	12/08/2019	19/08/2019	26/08/2019	02/09/2019	09/09/2019	16/09/2019	30/09/2019	07/10/2019	14/10/2019	21/10/2019	28/10/2019	04/01/2019	18/11/2019	25/11/2019	02/12/2019	09/12/2019	16/12/2019	23/12/2019	30/12/2019	06/01/2020	20/01/2020	27/01/2010
Define scope / project	Strategic Outline Case review / refresh, project plan, review of Critical Success Factors. Shortlist of options, list of targeted traffic management areas, meetings with colleagues in Sustainable Transport, Air Quality and Transport Policy / Strategy.																																														
1 -	Meet with key stakeholders, other local authorities and teams. This should include scrutiny for the project via the appropriate processes.																																														
Public engagement	Meet with key stakeholders, the public and organisations. Including a pre consultation build up.																																														
Modelling / technical work	Modelling for the Variant 1 option including analysis.																																														
Technical review	Refine and finalise proposals																																														
Submission of Cabinet report	Update Cabinet on the project, agree change of scope, June 2019.)	K																													
Consultation	Full public consultation.						1			1		}																							:												
Analysis of results	Consultation results analysis and report.																								-																						
Design work	Preliminary design moving to detailed design work including procurement, moving in to work on the Full Business Case below. To include a period of further scrutiny.																																														
Submission of Cabinet report	Cabinet following consultation - as required.																												x																		
Draft Outline Business Case submission	Submission of the Outline Business Case to the government's Joint Air Quality Unit																															x															
Work on the Full Business Case	Work on the Full Business Case (detailed design to begin being considered as a priority, to show possible camera locations etc.																																														
Submission of Cabinet report	Cabinet report - as required.						-					-		7																								_		X							
Submission of Full Business Case	Submission of the Full Business Case to the government's Joint Air Quality Unit																																										X				

Glossary of terms

Joint Air Quality Unit (JAQU) - a government unit made up of a combination the Department for Transport (DfT) and Department for Environment, Food and Rural Affairs (Defra), which are working together to support and monitor local authorities to reach compliance within the shortest possible time.

Compliance - a reduction in air pollution to within the legal limit of 40mpg

Strategic Outline Case (SOC)- we consider every option before creating a shortlist to then progress the technical work

Outline Business Case (OBC) - we consider each of the shortlisted options and conduct technical work for each of them. This also involves proposing some indicative designs and a consultation, before a decision is made on which option to take forward.

Full Business Case (FBC) - takes forward the preferred option and refines the details in order to produce the final plans, including detailed design and procurement processes.

Critical Success Factors (CSFs) - factors which impact each element of the project that can be measured against. Guidelines for these are set by government. The council set it's own factors which were published in the Strategic Outline Case