

Addendum 3: Outline Project Plan

Intervention	Activity													
		Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
1. Consolidate data sources														
	1.1	Inventory and categorise datafields from data sources	Mobilise	Develop	Deliver	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review
	1.2	Capture all car parking meta data, definition of standards and develop process to maintain the data (manual/automatic feeds from other systems) and export data out for reporting (into Sharepoint or datalake)	Mobilise	Develop	Deliver	Deliver	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review
	1.3	Configure server/sharepoint site for data lake	Mobilise	Develop	Deliver	Deliver	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review
	1.4	Improve / automate data extracts from the other car parking systems / working with suppliers (define data report specification and standards)	Mobilise	Develop	Deliver	Deliver	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review
	1.5	Develop and agree data record retention policy	Mobilise	Develop	Deliver	Deliver	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review
2. Automated reporting														
	2.1	Develop specifications for automated reports (to include statutory annual Parking Report)	Mobilise	Develop	Deliver	Deliver	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review
	2.2	Develop the automated interactive Power BI Reports (suitable to read on laptops, tablets and mobile phones). Aim is to get to as near to real time as possible.	Mobilise	Develop	Deliver	Deliver	Deliver	Deliver	Deliver	Deliver	Deliver	Deliver	Audit, Monitor, Review	Audit, Monitor, Review
	2.3	Develop open data option available as CSV for diversity purposes	Mobilise	Develop	Deliver	Deliver	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review
	2.4	Train and handover the operation of the reports to Highways and Public Enforcement	Mobilise	Develop	Deliver	Deliver	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review
3. Visitor Information														
	3.1	Working with the suppliers of the Raven Meadows Car Park solution, extract real time parking information to be displayed at the multi-storey car park and also on the Shropshire council web site.	Mobilise	Develop	Deliver	Deliver	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review
	3.2	Modify and up grade web page	Mobilise	Develop	Deliver	Deliver	Deliver	Deliver	Deliver	Deliver	Deliver	Deliver	Deliver	Audit, Monitor, Review
	3.3	Web pages accessibility configuration	Mobilise	Develop	Deliver	Deliver	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review	Audit, Monitor, Review

Mobilise
Develop
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Audit, Monitor, Review