Liability, Property, Terrorism, Crime and PA Insurance Tender 2017

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|---|-------------|----------------------|-----------|-----------------------------------|-----|----------|------|----------|----------|------|-----|------|--|-----|-------------------------|-------|
| Task | Assigned to | Start | Finish | RAG Status and latest position | Apr | May | Jun | July | Διια | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| Tusk | Assigned to | Otart | ı iiii3ii | position | Aþi | Iviay | Juli | July | Aug | оері | OCL | 1404 | Dec | Jan | I GD | IVIAI |
| Claims data sanitation | RC | 21/04/16 | 15/09/16 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Identify insurers to contact by period, borough | | | | | | | | | | | | | | | | 1 |
| and class of business and produce schedule | RD | 21/04/16 | 28/04/16 | Completed. | | | | | | | | | | | <u> </u> | |
| Contact insurers for up to date and detailed claims lists | RD | 29/04/16 | 16/05/16 | Completed. | | | | | | | | | | | | |
| Scrutinise claims and raise queries | RC | 16/05/16 | | Completed. | | | | | | | | | | | | |
| Resolve queries Request finalised and confirmed claims | RC | 06/06/16 | 16/08/16 | Completed. | | | | | | | | | | | igwdot | |
| experience as at 31/08/2016 | RC | 16/08/16 | 16/09/16 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Gateway zero report | RC | 21/04/16 | 31/05/16 | | | | | | | | | | | | $\vdash \vdash \vdash$ | |
| Catoway 2010 Toport | IX.C | 21/04/10 | 31/03/10 | | | | | | | | | | | | | |
| Finalise strategy with JLT | RC | 21/04/16 | 22/04/16 | Meeting 21/04/2016 | | | | | | | | | | | | |
| Prepare gateway zero report | RC | 21/04/16 | 23/05/16 | Completed | | | | | | | | | | | | |
| Attend CAB and obtain sign off | RC | 23/08/16 | 23/08/16 | Completed | | | | | | | | | | | Ш | |
| | | | | | | | | | | | | | | | $\vdash \vdash$ | |
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| Information gathering | RD | 21/04/16 | 15/09/16 | | | | | | | | | | | | $\vdash \vdash$ | |
| | | | | | | | | | | | | | | | | |
| Check for market engagement to info | RC | 24/04/40 | 06/06/40 | Meeting 21/04/2016 and JLT emails | | | | | | | | | | | | |
| gathering project Identify and schedule information to be | RC | 21/04/16 | | | | | | | | | | | | | $\vdash \vdash$ | |
| gathered Identify and schedule services and people to | RD | 26/04/16 | 13/06/16 | Completed | | | | | | | | | | | \square | |
| be contacted | RD | 26/04/16 | 13/06/16 | Completed | | | | | | | | | | | | |
| | RD | 26/04/16 | | Completed | | | | | | | | | | | | |
| Commence gathering Chaser 1 | RD RD | 01/07/16 | | Completed | | | | | | | | | | | \vdash | |
| Chaser 2 | RD | 15/07/16 23/07/15 | | Completed Completed | | | | | | | | | | | $\vdash \vdash$ | |
| Collate information for ITT inclusion | RD | 01/08/15 | | Completed | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Claims handling guide | NW | 21/04/16 | 15/09/16 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Schedule project and target dates Meetings with portal colleagues to discuss | NW | 21/04/16 | 21/04/16 | Completed. | | | | | | | | | | | | |
| content required Review example in-house tender docs | NW | 22/04/16 | 29/04/16 | Completed. | | | | | | | | | | | | |
| provided by JLT | NW | 22/04/16 | 29/04/16 | Completed. | | | | | | | | | | | | |
| Finalise basic structure of document: sections, themes, etc. | NW | 03/05/16 | 13/05/16 | Completed. | | | | | | | | | | | | |
| Finalise assistance/roles with portal | | | | | | | | | | | | | | | | |
| colleagues 1st draft produced | NW NW | 16/05/16 23/05/16 | | Completed. Completed. | | | | | | | | | | | | |
| Review 1st draft and identify any gaps and | | | | | | | | | | | | | | | | |
| editing requirements 2nd draft produced | NW | 18/07/16 | | Completed. | | | | | | | | | | | \longrightarrow | |
| | NW | 01/08/16 | 26/08/16 | In progress | | | | | | | | | | | | |
| 2nd and final draft reviewed and final changes | | 30/08/16 | 15/09/16 | | | | | | | | | | | | | |
| Produce appendix for ITT | NW | 15/09/16 | 15/09/16 | | | | | | | | | | | | $\vdash \vdash$ | |
| Produce ITT inc technical | | | | | | | | | | | | | | | $\vdash \vdash$ | |
| spec | RC | 21/04/16 | 30/09/16 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Finalise strategy and parameters | RC | 21/04/16 | | Completed. | | | | | | | | | | | igsqcut | |
| Obtain JLT template | RC | 06/06/16 | | Completed. | | - | | | | | | | <u> </u> | | \longmapsto | |
| Complete 1st draft and return to JLT 1st draft feedback from JLT | RC RC | 20/06/16 20/09/16 | | Completed. In progress | | | | | | | | | | | $\vdash \vdash \vdash$ | |
| Complete 2nd draft and return to JLT | RC | 20/09/16 | 26/09/16 | , | | <u> </u> | | <u> </u> | <u> </u> | | | | | | | |
| 2nd draft feedback from JLT | RC | 26/09/16 | 03/10/16 | | | | | | | | | | | | | |
| Complete final draft and return to JLT for last comment | RC | 03/10/16 | 10/10/16 | | | | | | | | | | | | | |
| Document ready for upload to capital e- | | | | | | | | | | | | | | | \Box | |
| sourcing | RC | 03/10/16 | 11/10/16 | | | - | | | - | | | | | | $\vdash\vdash$ | |
| Approval and contract start | | | | | | | | | | | | | | | | |
| | RC | 21/04/16 | 31/03/16 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Identify committee dates and timetables | RC | | | | | | | | | | | | | | Ш | |
| Schedule process | RC | | | | | | | | | | | | | | \square | |
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