

## APPENDIX A

### Appendix A: High-level Project Plan for Commissioning a New Carer's Centre

Action	Date
Project initiation <ul style="list-style-type: none"> <li>• Develop draft project timeline</li> <li>• Develop project initiation document</li> <li>• Develop Risk and Issues Register</li> <li>• Set up task and finish group</li> <li>• Internal approval of documents</li> </ul>	October 2024
Data analysis <ul style="list-style-type: none"> <li>• Data gathering and updated statistics</li> <li>• Review existing population data</li> <li>• Review data from existing contract</li> <li>• Understand predicted need</li> <li>• Equality and Health Impact Assessment</li> </ul>	October 2024
Stakeholder engagement <ul style="list-style-type: none"> <li>• Draft stakeholder map and communications plan</li> <li>• Design consultation and coproduction, using existing forums where possible</li> <li>• Consultation with carers</li> <li>• Consultation with Adult Social Care CSOs</li> <li>• Consultation with other boroughs (benchmarking)</li> <li>• Consultation with existing provider(s)</li> <li>• Consultation with Public Health (Southwark Council)</li> <li>• Consultation with Health colleagues</li> <li>• Market engagement</li> <li>• Analysis of data gathered</li> </ul>	November 2025 – January 2025
Gateway 1: procurement approach	February 2025 – May 2025
Co-design of service specification with carers and Adult Social Care professionals <ul style="list-style-type: none"> <li>• Schedule co-design sessions</li> <li>• Complete co-design sessions</li> <li>• Internal sign-off</li> </ul>	March 2025 – June 2025
Tender release	July 2025 - August 2025
Evaluation	September 2025
Gateway 2: contract award	October 2025 – February 2026
Contract award	February 2026
Mobilisation	March 2026 – May 2026

Contract start	June 2026
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