

Milestone Description	Assigned To	Progress	Start	No. Days
*please note column left blank intentionally. Full version includes named individuals for each tasks, removed as a public paper.				
Project Initiation				
IJB Approval		Complete	28/08/2018	1
Identify Key Stakeholders		Complete	28/08/2018	3
Communications Plan Developed		Complete	02/09/2018	30
Implementation Plan Developed		Complete	28/08/2018	30
IJB Approval		-	09/10/2018	1
Formal Application to Close the List (Section 7 Form)		Complete		
Notification of Ceasing Provision of Enhanced Services		-	18/01/2019	14
Confirmation to PCCT of remaining GPs Status		-	31/10/2018	1
Preparation to Transfer Patients				
Provide practices with a 'script' for handling enquiries from RMG pts		Complete	01/09/2019	3
Implementation and Monitoring of the Communications Plan		Ongoing	02/09/2018	
Establish Firm Capacity from Other GP Practices		Ongoing	28/08/2018	42
Analysis - Enhanced Medical Services Provision @ Receiving Practices		Ongoing	16/10/2018	28
Decision on Split of Patients Between Practices		Ongoing	27/09/2018	28
Develop Detailed Schedule for Phased Transfer of Patients		-	16/10/2018	7
Identify Any Patients Who May Have Already Moved Practice		Ongoing	NA	NA
Notify patients of transfer to which new practice & date of registration		Phased	26/10/2018	133
Ascertain if RMG have other services that need to be adapted i.e. Anti-coagulation manager; warfarin patients; online services; serial scripts; transfer of paper records; storage of scanned records		-	26/10/2018	14
Inform practices of the date patients will be transferred to them and send patient details to the practices patients are transferring to		Phased	26/10/2018	133
Receiving practices to set up patient records using the information received from PSD i.e. Name, DOB, CHI, address etc		-	26/10/2018	133
Identify Complex Patients		-	15/10/2018	56

Medications Reviews for Patient Groups (frail elderly, patients on high risk meds, DMARDs LES, and patients with CMS scripts)		-	15/10/2018	56
Ensuring Patients Have Sufficient Stock of Medication to Allow for Practice Move to Occur		-	26/10/2018	133
Ensure Current Medical Records are Up To Date and Accessible w. Good Clear Medical Summaries		-	08/10/2018	133
Finance				
Cost of admin support for registering & de-registering patients		Complete	13/09/2018	21
Tea & Biscuits for public drop-in sessions		Complete	20/09/2018	3
Decide what financial support can be given to RMG		-	10/10/2018	7
Decide what financial support can be given to other practices		-	10/10/2018	7
Decide about how the transfer of patients will be handled from a financial point of view and the impact on both RMG and receiving practices financially		Complete	28/08/2018	30
Decide if anything can be done about Extended hours ES to support practices over the transfer period		Complete	28/08/2018	30
Human Resources				
Initial Discussions with RMG re. HR tasks		Complete	29/08/2018	14
Ensure RMG Seek Legal Advice re TUPE for RMG Staff		Complete	29/08/2018	14
Offer Support to RMG staff (interview skills/training)		Complete	29/08/2018	14
Initial Discussions with NHSG Staff Members		Complete	29/08/2018	14
Determine New Location/Base/Role for NHSG Staff Members		-	08/08/2018	168
Follow Up Meetings with NHSG Staff Members (notice of change)		Ongoing	NA	NA
Determine Entitlement to Excess Travel Allowance		-	29/10/2018	24

Implementation of Patient Transfer				
Decision on the Scanning of Paper Records Required		-	10/10/2018	7
Patient Lists Set Up		-	19/10/2018	140
Patient Lists Provided to Practices		-	26/10/2018	133
Additional Administrative Capacity Provided to Practices		-	26/10/2018	133
Registration Processes Begins		-	26/10/2018	133
Registration Process (each patient) Take Three Days		-	26/10/2018	133
Registration Process Completed		-	26/10/2018	133
Project Close				
Cease Service Provision		-	18/01/2019	1
Decommissioning of the building		-	01/01/2019	31
Removal of RMG Practice Belongings		-	01/01/2019	31
Removal IT/Phone Equipment		-	01/01/2019	31
Final Back Up of RMG Data		-	31/01/2019	1
0345 OOH Set Up		-	31/01/2019	90