

15th October 2018

Timetable of Activities for D1 Assessment

	Monday	Tuesday	Wednesday	Thursday	Friday
w.c. 29th October			Final Draft Circulated	Initial briefing with the Service Team and the Lead Assessor	Assessor Pre-Meeting Document Sharing from the Service Team to the Assessors
w.c. 5th November	Show and Tell - Initial Face to Face Meetings	Adhoc Assessor Engagement - Briefing Period	Adhoc Assessor Engagement - Briefing Period	Adhoc Assessor Engagement - Briefing Period	Adhoc Assessor Engagement - Briefing Period
w.c. 12th November	Adhoc Assessor Engagement - Briefing Period	Adhoc Assessor Engagement - Briefing Period	Adhoc Assessor Engagement - Briefing Period	Adhoc Assessor Engagement - Briefing Period	Adhoc Assessor Engagement - Briefing Period
w.c. 19th November	Adhoc Assessor Engagement	Final Questions from Assessors	Preparation for Assessment	Preparation for Assessment	Preparation for Assessment
w.c. 26th November	Preparation for Assessment	Provisional Date for Formal Assessment 27th November	Report Writing	Report Writing Deadline for all Assessors	Lead Assessor Report Submission to the OCIO
w.c. 3rd December	Report QA and Follow up OCIO questions	Report QA and Follow up OCIO questions	Final Report Sharing	Service Team Follow Up	Service Team Follow Up
w.c. 10th December	Service Team Follow Up	Service Team Follow Up	Service Team Follow Up	Service Team Follow Up	Service Team Follow Up

Digital 1st Assessment date 27th November 2018.