

LocalDigitalPeopleCulture Project Plan

 Public

AS

Sprint 1: 16/09 - 11/10

Submit application

Sprint planning

Prepare DOS requirements

Pre-market engagement with suppliers

Develop scoring requirements

Nominate project team

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Set up GitHub site

Assign permissions to Trello, GitHub
and other tools

Sprint review

Publish sprint update

Sprint 2: 14/10 - 15/11

Sprint planning

Review DOS requirements with
MHCLG

Publish DOS opportunity

Suppliers develop responses

Answer supplier questions

Shortlist suppliers

Evaluate suppliers

Notify successful suppliers

Place order

Agree and organise training with MHCLG

Training and project kick off event

Recruit user research subjects from project partners

Recruit user research subjects from other authorities

Sprint review

Publish sprint update

Sprint 3: 18/11 - 20/12

Sprint planning

Develop research methodology

Desk research

Assumption gathering

User research phase 1

Write up and collate findings

Sprint review

Publish sprint update

Sprint 4: 06/01 - 07/02

Sprint planning

Iterate methodology

User research phase 2

Write up and collate findings

Develop and publish draft benefits case

Develop and publish draft user research report

Sprint review

Publish sprint update

Sprint 5: 10/02 - 13/03

Sprint planning

Iterate methodology

User research phase 3

Write up and collate findings

Iterate and publish draft benefits case

Iterate and publish draft user research report

Develop and publish draft conclusion

Sprint review

Publish sprint update

Sprint 6: 16/03 - 27/03

Sprint planning

Finalise and publish benefits case

Finalise and publish user research report

Finalise and publish conclusion

Submit outputs to MHCLG

Sprint review

Publish sprint update

Project review and close

Publish final update