

OET Programme monthly timetable

Working Day	Milestone	Data requirements/criteria	by whom	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
3	Call for directorate status reports and PMB reports	Request for papers sent out (Directorate status report and financials; PMB status report and financials)	Kate Giles (PMO)										
3	Call for other OETB board item papers and draft agenda	Papers requiring decision/or for update	Emma Cox	05-Jun	04-Jul	03-Aug	05-Sep	03-Oct	05-Nov	05-Dec	04-Jan	05-Feb	05-Mar
8*	DEADLINE: TMC WRITTEN REPORT DUE	Written paper provided from previous month	Louise Arnett	05-Jun	04-Jul	03-Aug	05-Sep	03-Oct	05-Nov	05-Dec	04-Jan	05-Feb	05-Mar
10	DEADLINE: Financial position available	CIP tracker with in month position reported and forecast populated reports for CIP; for £9.7m (firm, pipeline, gap) 2. directorate delivery in month and ytd 3. transformation programme delivery summary of R/NR split; pay/nonpay/income Directorate finance pack	Simon Bruce	13-Jun	11-Jul	08-Aug	12-Sep	10-Oct	14-Nov	12-Dec	09-Jan	13-Feb	13-Mar
10	DEADLINE: TMC FLASH REPORT DUE	Requires Day 10 position to be available	Louise Arnett	14-Jun	13-Jul	14-Aug	14-Sep	12-Oct	14-Nov	14-Dec	15-Jan	14-Feb	14-Mar
3rd Wednesday	TMC MEETING			20-Jun	18-Jul	15-Aug	19-Sep	17-Oct	21-Nov	19-Dec	NONE SET	NONE SET	NONE SET
10	Chase up outstanding OETB reports	lock down of papers	Emma Cox	14-Jun	13-Jul	14-Aug	14-Sep	12-Oct	14-Nov	14-Dec	15-Jan	14-Feb	14-Mar
11	DEADLINE: directorate and programme status reports Due	status reports by directorate and programme and financial reports by directorate and programme	DMs/Head of Service/SROs and DFMs	15-Jun	14-Jul	15-Aug	17-Sep	15-Oct	15-Nov	17-Dec	16-Jan	15-Feb	15-Mar
10	DRAFTING of OET programme report	Up to date financial position required to complete	Louise Arnett	14-Jun	13-Jul	15-Aug	14-Sep	12-Oct	14-Nov	14-Dec	15-Jan	15-Feb	15-Mar
11	Programme milestones status report pulled	Consolidation of Milestones against plan	Kate Giles	15-Jun	16-Jul	15-Aug	17-Sep	15-Oct	15-Nov	17-Dec	16-Jan	15-Feb	15-Mar
11	DEADLINE: OETMG financial pack circulated	Overview of directorate financial position	Each DFM	15-Jun	16-Jul	15-Aug	17-Sep	15-Oct	15-Nov	17-Dec	16-Jan	15-Feb	15-Mar
12	OETMG MEETINGS HELD with each Directorate			18-Jun	17-Jul	16-Aug	18-Sep	16-Oct	16-Nov	18-Dec	17-Jan	18-Feb	18-Mar
11	FINALISING of OET programme report	Up to date Directorate and PMB status reports and financials required to complete	Louise Arnett	15-Jun	13-Jul	16-Aug	14-Sep	12-Oct	15-Nov	14-Dec	16-Jan	15-Feb	15-Mar
12	SIGN OFF of OET programme report	Approval by Simon Wombwell	Louise Arnett	15-Jun	13-Jul	16-Aug	14-Sep	12-Oct	15-Nov	14-Dec	17-Jan	15-Feb	15-Mar
Friday before OETB	DEADLINE: OETB PAPERS DUE		Louise Arnett/Emma Cox	15-Jun	13-Jul	17-Aug	14-Sep	12-Oct	16-Nov	14-Dec	18-Jan	15-Feb	15-Mar
14**	DEADLINE: F&P PAPERS DUE		Louise Arnett	18-Jun	16-Jul	20-Aug	17-Sep	15-Oct	19-Nov	17-Dec	21-Jan	18-Feb	18-Mar
16	OETB MEETING			20-Jun	18-Jul	22-Aug	19-Sep	17-Oct	21-Nov	12/12/2018*	tbc	tbc	tbc
20	F&P COMMITTEE MEETING			25-Jun	23-Jul	27-Aug	24-Sep	22-Oct	26-Nov	24-Dec	28-Jan	25-Feb	25-Mar

* TMC deadline papers due as per pre-set deadline by emma austin

**F&P papers due as per pre-set deadline by governance team

*move to 19.12.18