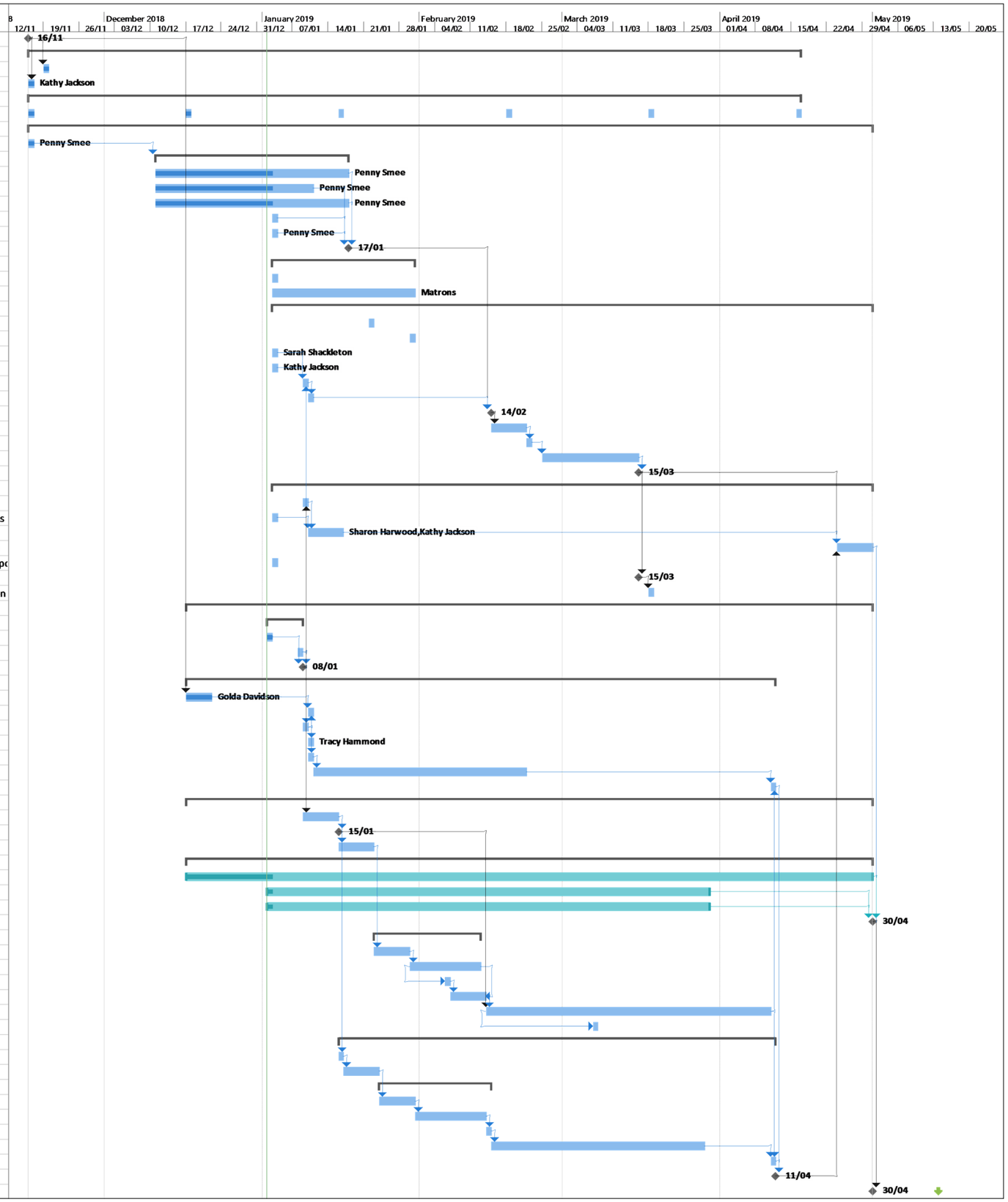ID	WBS	Task Name
1	1	Beaulieu Ward Closed
2	2	**Management of substantive staff**
3	2.1	Debrief for team (Critical Incident Stress Management Team)
4	2.2	Confirm substantive staff redeployment plan
5	2.3	**Engagement and Communication with Substantive staff**
6	2.3.1	**Monthly 121 Meetings with Substantive Staff**
13	3	**Recruitment of new team**
14	3.1	Develop Recruitment Plan
15	3.2	**Advertising and social media**
16	3.2.1	Instagram and Snapchat campaign
17	3.2.2	Facebook promotion of "Nurse Video"
18	3.2.3	Webpage to be developed to promote OPMH
19	3.2.4	Banner on Tesco Site
20	3.2.5	Advertise on NHS Jobs / Trust Feed
21	3.2.6	Adverts Live (4 weeks?)
22	3.3	**Engagement of University Students**
23	3.3.1	University Recruitment Events
24	3.3.2	Develop Plan for Students on placement
25	3.4	**Develop Future Team**
26	3.4.1	Recruitment Event 1 on Beaulieu Ward
27	3.4.2	Recruitment Event 2 on Beaulieu Ward
28	3.4.3	Review role of B4 / Skill Mix
29	3.4.4	Dual Trained Nurses...
30	3.4.5	Defined staffing model
31	3.4.6	Targetted recruitment for gaps in staffing model??
32	3.4.7	Advert closure dates
33	3.4.8	Shortlisting and Interviews
34	3.4.9	Conditional Offers Made
35	3.4.10	Pre-employment checks
36	3.4.11	Offers made and start date agreed
37	3.4.12	**Induction**
38	3.4.12.	Develop new ways of working (MDTs, Patient flow, processes)
39	3.4.12.	Work with Org. Dev to develop staff morale / team cohesiveness
40	3.4.12.	Induction Plan (review and update)
41	3.4.12.	Induction of whole team (substantive, new starters & students)
42	3.4.12.	Training Plan? Exclude - should be BAU?? Depends on Ward purpo
43	3.4.13	New team ready to go
44	3.4.14	Weekly keep in touch with new starters (if needed) up to Induction
45	4	**Ward Refurbishment**
46	4.1	**Assessment & Planning**
47	4.1.1	Onsite meeting to discuss specification
48	4.1.2	Meeting on site to agree specification
49	4.1.3	SPECIFICATION AGREED
50	4.2	**Equipment**
51	4.2.1	Review of Existing Equipment
52	4.2.2	Disposal of unfit / unneeded equipment
53	4.2.3	Defined list of equipment required
54	4.2.4	Capital Bid for Equipment
55	4.2.5	Purchase Orders for new Equipment raised and sent
56	4.2.6	Lead time for new equipment
57	4.2.7	Installation of new equipment
58	4.3	**Estates Works**
59	4.3.1	Update existing specification (with Contractor?)
60	4.3.2	Agreement with Solent (Landlord) confirmed
61	4.3.3	Confirm provisional cost for Estates Capital Work
62	4.3.4	**Solent Planned Maintenance Work (info only)**
63	4.3.4.1	Fire Alarm Replacement
64	4.3.4.2	Electrical Distribution Board Replacement
65	4.3.4.3	Nurse Call Replacement
66	4.3.4.4	Solent Work completed
67	4.3.5	**Capital Bid for Building Works**
68	4.3.5.1	Draft Capital Bid and submit with estimated costs
69	4.3.5.2	CGG Capital Approval
70	4.3.5.3	QPP Approval
71	4.3.6	Tender (Single Tender Waver)
72	4.3.7	Ward re-decoration and re-fitting
73	4.3.8	Infection Control inspection
74	4.4	**IT Work**
75	4.4.1	Identify Equipment Required
76	4.4.2	Assess Networks / etc and update Estates Specification
77	4.4.3	**Capital Bid for IT**
78	4.4.3.1	Draft Capital Bid and submit with costs
79	4.4.3.2	CGG Capital Approval
80	4.4.3.3	Order IT Equipment
81	4.4.4	Lead time for new IT equipment
82	4.4.5	Installation of new IT equipment
83	4.4.6	Refurbishment and equipping of Ward complete
84	5	Ward Re-opens (13th May deadline) - First Patient