

High Level Project Plan

1 February 2018 at 15:06

Project Schedule

ID	December	1Q 2018 January	NOW February	March	2Q 2018 April	May	June	3Q Jul
1	GDPR							

Project Info for GDPR

Description GDPR Compliance Project Plan

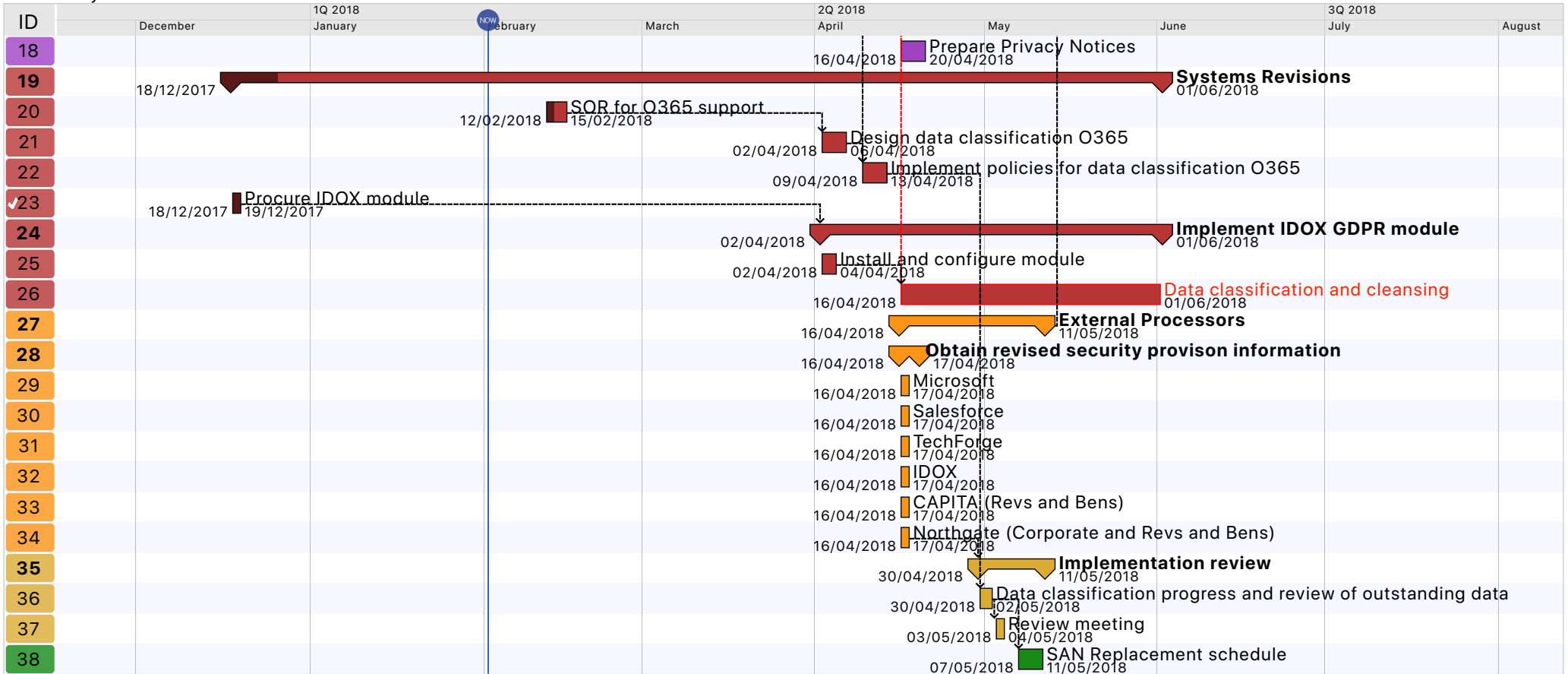
Milestone Chart

ID	8	9	10	11	12	13	14	15
5	BUL Briefing 20/03/2018							
7	Member Training 20/03/2018							

Task Chart for GDPR

ID	December	1Q 2018 January	NOW February	March	2Q 2018 April	May	3Q 2018 July	August
1	Communications and work planning							30/03/2018
2	Introductory service briefings (information)							08/12/2017
3	Preparing training materials							09/03/2018
4	Revise Learning Pool Modules (5)							08/03/2018
5	BUL Briefing							20/03/2018
6	Training and action planning sessions with teams							30/03/2018
7	Member Training							20/03/2018
8	Data reviews and audits							18/05/2018
9	Network drive audit							02/01/2018
10	Data audit - where staff are currently holding data							10/04/2018
11	Complete privacy impact assessments for new business systems							10/04/2018
12	Reviewing consent actions on all paper forms							18/05/2018
13	Reviewing consent actions on eforms							18/05/2018
14	Policy and process updates							18/05/2018
15	Update Breach Process							20/04/2018
16	Update Information Security policies							18/05/2018
17	Update Subject Access Request Process							20/04/2018

High Level Project Plan



Task List

ID	Task Name	Work	Start	End	% Done
1	Communications and work planning	30 days	Monday 04/12/2017	Friday 30/03/2018	29%
✓ 2	Introductory service briefings (information)	5 days	Monday 04/12/2017	Friday 08/12/2017	100%
3	Preparing training materials	10 days	Monday 26/02/2018	Friday 09/03/2018	25%
4	Revise Learning Pool Modules (5)	5 days	Friday 02/03/2018	Thursday 08/03/2018	20%
5	BUL Briefing	Milestone	Tuesday 20/03/2018	Tuesday 20/03/2018	0%
6	Training and action planning sessions with teams	10 days	Monday 19/03/2018	Friday 30/03/2018	0%
7	Member Training	Milestone	Tuesday 20/03/2018	Tuesday 20/03/2018	0%
8	Data reviews and audits	95.9	Monday 04/12/2017	Friday 18/05/2018	24%
✓ 9	Network drive audit	21.9 days	Monday 04/12/2017	Tuesday 02/01/2018	100%

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ID	Task Name	Work	Start	End	% Done
10	Data audit - where staff are currently holding data	7 days	Monday 02/04/2018	Tuesday 10/04/2018	0%
11	Complete privacy impact assessments for new business systems	27 days	Monday 05/03/2018	Tuesday 10/04/2018	0%
12	Reviewing consent actions on all paper forms	20 days	Monday 23/04/2018	Friday 18/05/2018	0%
13	Reviewing consent actions on eforms	20 days	Monday 23/04/2018	Friday 18/05/2018	0%
14	Policy and process updates	20 days	Monday 16/04/2018	Friday 18/05/2018	0%
15	Update Breach Process	5 days	Monday 16/04/2018	Friday 20/04/2018	0%
16	Update Information Security policies	5 days	Monday 14/05/2018	Friday 18/05/2018	0%
17	Update Subject Access Request Process	5 days	Monday 16/04/2018	Friday 20/04/2018	0%
18	Prepare Privacy Notices	5 days	Monday 16/04/2018	Friday 20/04/2018	0%
19	Systems Revisions	54 days	Monday 18/12/2017	Friday 01/06/2018	6%
20	SOR for O365 support	4 days	Monday 12/02/2018	Thursday 15/02/2018	35%
21	Design data classification O365	5 days	Monday 02/04/2018	Friday 06/04/2018	0%
22	Implement policies for data classification O365	5 days	Monday 09/04/2018	Friday 13/04/2018	0%
✓23	Procure IDOX module	2 days	Monday 18/12/2017	Tuesday 19/12/2017	100%
24	Implement IDOX GDPR module	38 days	Monday 02/04/2018	Friday 01/06/2018	0%
25	Install and configure module	3 days	Monday 02/04/2018	Wednesday 04/04/2018	0%
26	Data classification and cleansing	35 days	Monday 16/04/2018	Friday 01/06/2018	0%
27	External Processors	22 days	Monday 16/04/2018	Friday 11/05/2018	0%
28	Obtain revised security provision information	12 days	Monday 16/04/2018	Tuesday 17/04/2018	0%
29	Microsoft	2 days	Monday 16/04/2018	Tuesday 17/04/2018	0%
30	Salesforce	2 days	Monday 16/04/2018	Tuesday 17/04/2018	0%
31	TechForge	2 days	Monday 16/04/2018	Tuesday 17/04/2018	0%
32	IDOX	2 days	Monday 16/04/2018	Tuesday 17/04/2018	0%
33	CAPITA (Revs and Bens)	2 days	Monday 16/04/2018	Tuesday 17/04/2018	0%
34	Northgate (Corporate and Revs and Bens)	2 days	Monday 16/04/2018	Tuesday 17/04/2018	0%
35	Implementation review	10 days	Monday 30/04/2018	Friday 11/05/2018	0%
36	Data classification progress and review of outstanding data	3 days	Monday 30/04/2018	Wednesday 02/05/2018	0%
37	Review meeting	2 days	Thursday 03/05/2018	Friday 04/05/2018	0%
38	SAN Replacement schedule	5 days	Monday 07/05/2018	Friday 11/05/2018	0%