

NOTTINGHAMSHIRE COUNTY COUNCIL – TRADING STANDARDS SERVICE
PEER REVIEW PROJECT PLAN

Task No.	Task Name	w/c Duration	27 Sep 2004	4 Oct	11 Oct	18 Oct	25 Oct	1 Nov	8 Nov	15 Nov	22 Nov	29 Nov	6 Dec	13 Dec	20 Dec	27 Dec	3 Jan 2005	10 Jan	17 Jan	24 Jan	31 Jan	7 Feb	12 Feb
1	Memo to managers (RAH)																						
2	Invitation to self-assessors																						
3	SA Team to be established	6 days																					
4	SA training (PH & JG)	2 days																					
5	Preparation for training SAs	1 day																					
6	SA Team Training	1 day																					
7	Meeting of SAs	1 day																					
8	Self-assessment	15 days																					
9	Meeting of SAs	½ day																					
10	Meeting of SAs	½ day																					
11	Evaluation of evidence	5 days																					
12	Meeting of SAs	1 day																					
13	Upload of data to web tool	15 days																					
14	Draft SA report	8 days																					
15	Final SA Report	10 days																					
16	Meeting of SAs	1 day																					
17	Submission of SA Report	1 day																					
18	Evidence for desktop review	10 days																					
19	Arrangements for site visit	2 days																					
20	Site visit (12 & 13 January 2005)	2 days																					
21	Draft reviewers' report	10 days																					
22	Consider reviewers' report	5 days																					
23	Final report of reviewers	5 days																					
KEY		Peer Review team tasks																					