

## 9.0 Project Plan Checklist

Below is a non-exhausted list, of things you might want to include on a checklist.

<b>Commercial recycling collections service project plan</b>	<b>Yes/No/Comment</b>
✓ <u>Business case developed (drivers outlined)</u>	
✓ Initial political and Director sign off	
✓ <u>Working group established (financial and health and safety team involvement)</u>	
✓ <u>Opportunities for (new services) identified</u>	
✓ Threats/risks outlined. And plan for mitigation made	
✓ <u>Local demand identified</u>	
✓ <u>Materials to be collected decided</u>	
✓ <u>Scope (size) of service identified</u>	
✓ <u>Materials quantity estimated</u>	
✓ <u>Health and safety reviewed (throughout the process)</u>	
✓ <u>Collection rounds identified (e.g. co-collected, dedicated rounds)</u>	
✓ <u>Collection frequency and timing decided</u>	
✓ <u>Material transfer and treatment considered including profits from sale of materials</u>	
✓ <u>Containment considered and orders placed</u>	
✓ <u>Vehicles confirmed (existing / trial / new / retrofit of any equipment on board weighing)</u>	
✓ <u>Resource requirement considered for each job role in the service (administration and call centre to sales team and operations)</u>	
✓ Staff training needs identified and actioned	
✓ <u>Costs understood and accounting system in place</u>	
✓ Estimated income calculated	
✓ <u>Charging structures agreed</u>	
✓ Debt management and <u>contracts developed</u>	
✓ <u>Sales and marketing strategy developed</u>	
✓ <u>Marketing materials developed and website updated</u>	
✓ <u>Monitoring and evaluation key performance indicators developed</u>	
✓ Scheme launch checklist finalised and timetable confirmed	
✓ Meeting dates set for service review meetings	