

## Organisational Readiness Action Plan

Area of Focus	Action	Who?	When?
Governance	<ul style="list-style-type: none"> <li>review Memorandum and Articles of Association</li> <li>ensure that public procurement is included in your strategy</li> <li>brief all boards in the consortium on proposed approach</li> </ul>		
Accreditation	<ul style="list-style-type: none"> <li>establish the client's requirements</li> <li>What do you need to do to achieve the necessary accreditations?</li> </ul>		
Promotional Materials	<ul style="list-style-type: none"> <li>develop an organisational capability statement for the consortium</li> </ul>		
Staffing	<ul style="list-style-type: none"> <li>develop CVs for all key staff using standard format</li> <li>identify any staff development needs to manage and deliver public contracts</li> </ul>		
Costing	<ul style="list-style-type: none"> <li>review financial information and establish costs for:               <ul style="list-style-type: none"> <li>-staff (management and delivery)</li> <li>-overheads</li> <li>-profit margin</li> </ul> </li> </ul>		
Promotional Activity	<ul style="list-style-type: none"> <li>identify potential clients and establish relationships with them:               <ul style="list-style-type: none"> <li>-review their strategy</li> <li>-set up meetings with purchasers</li> <li>-review previous tenders</li> <li>-identify their needs</li> </ul> </li> </ul>		
Risk assessment	<ul style="list-style-type: none"> <li>identify all potential risks</li> <li>develop risk management plan</li> </ul>		
Insurance	<ul style="list-style-type: none"> <li>ensure that indemnity cover meets with clients needs</li> <li>get adequate cover in advance</li> </ul>		