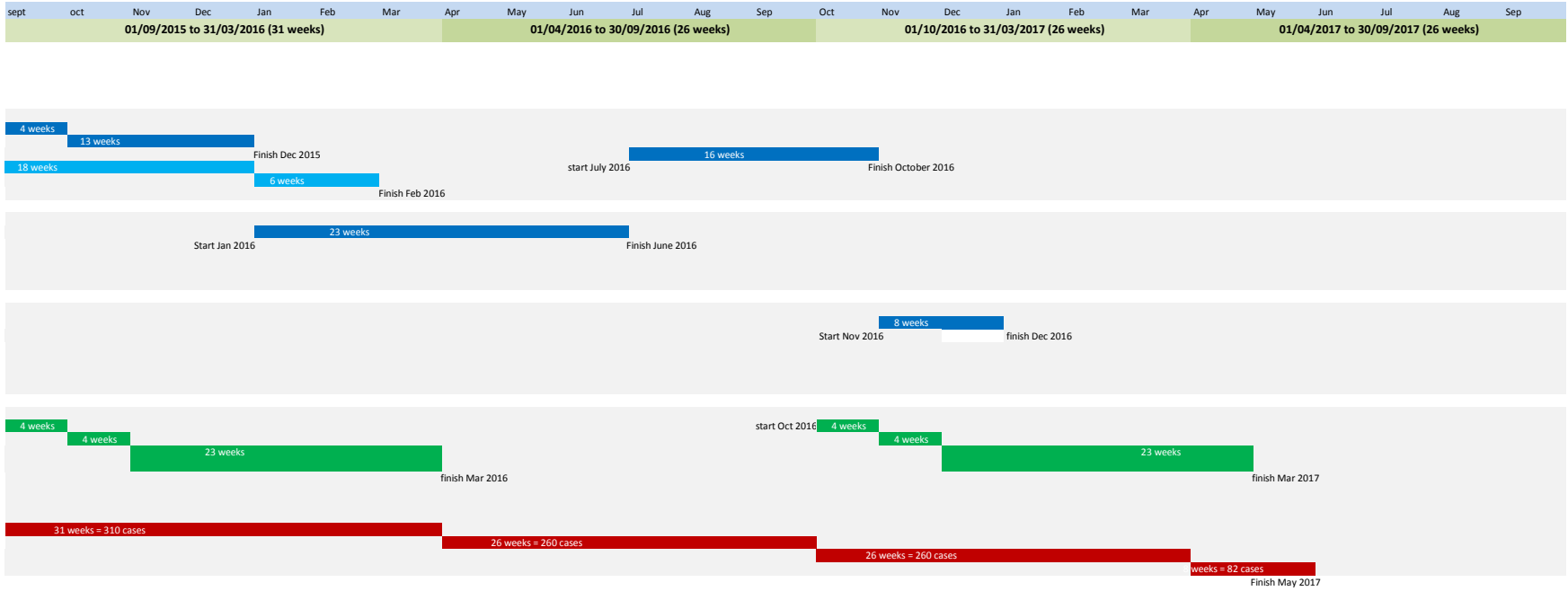
PROJECT	Project End Date
TPR Data Imp Plan	30/09/2017
PROJECT MANAGER	
Carolyn Morgan	



	Responsibility	
	Lead	Second
Core Data Review		
265 active/deferred queries	SB	HH
664 Active addresses	SB	HH
833 Deferred addresses over 55	SB	HH
359 Pensioner queries	SBR	HG
107 dependant queries	SBR	HG
Casual Hours		
1633 member records	SB	HH
AVC Reconciliation		
	SB	HH
Year End Data & Employer Recon		
Identify & Chase missing data	SB	AB
Identify Poor employers		
Plan Reconciliations		
Training		
Frozen Refunds		
912 Outstanding cases	AS	BJ

Resource Assumptions

Core data 2.5 days x 30 queries = 75 cases per week
Addresses 2.5 days x 20 queries = 50 cases per week
Casual hours 2.5 days x 30 queries = 75 cases per week
Frozen Refunds 10 per week based on average of cleared
AVC queries 2.5 days x 30 queries = 75 cases per week