Model Office Training Rollout Plan - Version 4

Directorate/Division/Site	Lead Trainer	No Wks	Week Commencing: 22-Jan	29-Jan ☑	05-Feb	12-Feb	19-Feb	26-Feb	05-Mar	12-Mar	19-Mar	26-Mar ☑	02-Apr	09-Apr	16-Apr	23-Apr	30-Apr ☑	07-May	14-May	21-May	28-May	04-Jun	11-Jun	18-Jun	25-Jun	02-Jul	09-Jul	16-Jul	23-Jul	30-Jul	06-Aug
FOD																														
North West	**Andy L**		≈				☑																							
Manchester		9																½												
Carlisle *		2										½																		
Yorkshire and North East	**Garry H**							≈	☑			☑																		
Leeds		7																		½										
Newcastle		5																	½											
Sheffield		5																		½										
East South East	**Sue N**							≈	☑			☑																		
Luton		6																	½											
Basingstoke		6																	½											
Chelmsford		4																½												
East Grinstead		5																	½											
Ashford *		3																½												
Norwich (using East Grinst Trainers)		2																		½										
Wales South West	**Andy L**											≈	☑			☑														
Bristol		7																						½						
Cardiff		7																						½						
Wrexham *		3																			½									
Plymouth *		3																			½									
Carmarthan *		3																			½									
Scotland	**Garry H**											≈	☑			☑														
Edinburgh		7																						½						
Aberdeen		1																	½											
Glasgow		6																						½						
Midlands	**Andy L**															≈	☑			☑										
Birmingham		7																										½		
Nottingham		5																									1/2 day Mop up 16/7 with equip on site				
Northampton		4																								1/2 day Mop up 9/7 with equip on site					
Stoke		4																								½				
Worcester *		3																							½					
London	**Garry H**															≈	☑			☑										
Rose Court (*uses 2 rooms)		6																									½			
Bootle	**Sue N**														≈	☑			☑											
CHSD (timings still to be agreed)		7																									½			
HID	**Mary/Sue**			≈		≈		≈																						
Bootle (*uses 2 rooms)		12.5							□	🗐	☑																			
Bootle (*uses 2 rooms)		12.5																												
Aberdeen		10																												
Edinburgh		4																												
London		6																												
Northampton		3																												
Norwich		4																												
Birmingham		3																												
Cardiff		3																												
Chelmsford		2																												
Newcastle		3																												
East Grinstead		3																												
Leeds		3																												
Sheffield		5																												
NSD (plan dates to be agreed)	**TBA**	6																												

TOTAL COURSE IN PARALLEL			1	1	1	1	2	5	5	6	7	14	18	17	18	21	20	17	16	15	17	14	13	9	6	4	1	0	0
NUMBER OF PCs REQUIRED			11	11	11	11	22	55	55	66	77	154	198	187	198	231	220	187	176	165	187	154	143	99	66	44	11	0	0

Notes and Assumptions:

Worcester can only hold 6 in conference room
Wrexham can only hold 6 in conference room
Plymouth can hold 5 delegates plus trainer in conference room (currently only 4 ports on site)
Carmarthan can only hold 6 in conference room
Carlisle can only hold 4 in conference room
Ashford can only hold 5 in conference room
Rose Court - use 2 training rooms concurrently
Bootle - use 2 training rooms concurrently during whole period, plus 2 further rooms during NSD rollout
FOD field specialists will be picked up as part of main FOD rollout
Sectors (inc. Policy Group) are excluded from the rollout due to their limited use of COIN
SI4 staff in HID will be covered as a separate unit in Bootle
Pipeline Notifications staff will be covered in Sheffield

Train the Trainer Training Rooms and Dates

Division	Trainer Training Dates	Location
FOD NW	w/c 5th + 12th Feb	Manchester
FOD YNE	w/c 12th + 19th Mar	Leeds
FOD ESE	w/c 12th + 19th Mar	East Grinstead
FOD WSW	w/c 9th + 16th Apr	Bristol
FOD SCO	w/c 9th + 16th Apr	Edinburgh
FOD MID	w/c 7th + 14th May	Birmingham
FOD LON	w/c 7th + 14th May	Rose Court
HID	w/c 19th&26th Feb/5th&12thMar	Bootle

Key:

- Train the Trainer Training
- Main Training Delivery
- Mopup Training at Sites with Training Room Available
- Mopup Training at Sites at Desks
- Planning and Scheduling Period
- ≈ Divisional Startup Meeting
- □ Including CI and SI trainer pilot divisional based training at Bootle
- 🗐 Including OSD trainer pilot divisional based training at Bootle
- ☑ Divisional Go/No Go Decision Point
- ☑ Programme Go / No Go Decision Point