# Organisational Readiness Action Plan

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| Area of Focus | Action | Who? | When? |
| Governance | * review Memorandum and Articles of Association * ensure that public procurement is included in your strategy * brief all boards in the consortium on proposed approach |  |  |
| Accreditation | * establish the client’s requirements * What do you need to do to achieve the necessary accreditations? |  |  |
| Promotional  Materials | * develop an organisational capability statement for the consortium |  |  |
| Staffing | * develop CVs for all key staff using standard format * identify any staff development needs to manage and deliver public contracts |  |  |
| Costing | * review financial information and establish costs for:   -staff (management and delivery)  -overheads  -profit margin |  |  |
| Promotional Activity | * identify potential clients and establish relationships with them:   -review their strategy  -set up meetings with purchasers  -review previous tenders  -identify their needs |  |  |
| Risk assessment | * identify all potential risks * develop risk management plan |  |  |
| Insurance | * ensure that indemnity cover meets with clients needs * get adequate cover in advance |  |  |