# 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
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| Accreditation | * establish the client’s requirements
* What do you need to do to achieve the necessary accreditations?
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| PromotionalMaterials | * develop an organisational capability statement for the consortium
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| Staffing | * develop CVs for all key staff using standard format
* identify any staff development needs to manage and deliver public contracts
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| 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
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| Insurance | * ensure that indemnity cover meets with clients needs
* get adequate cover in advance
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