

Upper Amman Valley Green Transport Pilot Project- Project Implementation Plan

Activity	Dates	Description
Project Launch	22 Nov 2021	Project given the go ahead and planning starts
Project inception meeting with RDP Team and Finance Officer	25 Nov 2021	Meeting to go through full project detail and finance with RDP officer and Finance Officer
Equipment Supplier Research	29 Nov – 10 Dec 2021	Started gathering suppliers' details for project equipment and making contact to receive product specifications and quotations.
Booking System Trial	13 Dec – 17 Dec 2021	Given login details to a trial demo system to test for compatibility, in built reports, ease of use and initial training to assist with the setup of the system.
Booking System Feedback	20 Dec – 24 Dec 2021	A series of online meetings to talk through feedback of functionality for our requirements and the start of our data collection work ready to be uploaded into the live system.
Launch Event Planning	3 Jan – 14 Jan 2022	Work begins on the planning of the four launch events to be held in Cwmgors, GCG, Lower Brynamman and Tairgwaith. Contact is made with key stakeholders to ascertain availability to attend on of the four events. Bookings are made in each of the four areas. Items such as the pop-up banner, flyers, banner etc are ordered ready for the launch events.
GCG Launch Event	21 st Jan 2022	The first of the four launch events is held in GCG with two of the e-Bikes available for a come and try session. Registration forms were available for users to complete if they wanted to take up the launch offer of free one year registration.
Tairgwaith Launch Event	24 th Jan 2022	The second of the launch events is held in Tairgwaith again with two of the e-Bikes available to come and try and registration forms for users to register on the scheme.
Lower Brynamman Launch Event	26 th Jan 2022	The third launch event for Lower Brynamman was cancelled due to the coordinator and staff contracting covid. This has been rescheduled for early Spring 2022
Cwmgors Launch Event	28 th Jan 2022	The fourth launch event for Cwmgors was cancelled due to the coordinator and staff contracting covid. This has been rescheduled for early Spring 2022
Pilot Project Close	31 Jan 2022	The formal close of the initial pilot project with the scheme now able to move to a fully-fledged live project.
Paperwork	Feb 2022	Completion of all final project paperwork for submission to RDP team.