

# Business Change and Training Project Board

Meeting January 2007

## Summary

### **Project Manager Update**

The Project Manager presented the Highlight Report :

- Started compiling baseline data for the Benefits Realisation Strategy
- Cataloguing process :
  - Produced workflows
  - Drafted standard operating procedures (SOPs) for transfer system
- Redaction process :
  - Began work on a new process map
  - Redaction software solutions have been looked at
  - Discussed how requests for training in redaction might be dealt with
- Accessioning and Transfer process :
  - Most activity is concentrated around preparation for the pilot Stage
- Transfer Update :
  - Three SOPs prepared:-
    - preparation for transfer
    - notification and logging of accessions
    - physical transfer
  - Draft transfer procedures completed
- HR update :
  - Identifying internal stakeholders regarding possible training and development requirements
- Communication update :
  - Compiling overall business change communications requirements, defining key stakeholders, audience and communications channels
  - Communications plan will be developed within the next 2 weeks

### **HR Update**

- People Strategy and Learning and Development Plan summaries to be placed on TNA's intranet
- Ongoing discussions / consultation on draft Redeployment Document nearing conclusion
- Preparing a Training Needs Analysis

### **Risk and Issue Logs**

The Board reviewed both sets of logs and updated as required

### **Date Next Meeting**

March 2007