

Business Change and Training Project Board

Meeting July 2006

Summary

Actions Arising from Minutes

The Project Board approved the minutes and agreed changes to the Board and Team Leader composition.

Programme Board

The Programme Manager updated the Board with key points from the Programme Board meeting.

Programme Manager Update

The Programme Manager presented the Highlight Report :

- PID approved
- Agreed priority areas – Transfer, Accessioning and Cataloguing
- High Level plan compiled
- Initial Risk and Issue Logs compiled
- Requested confirmation of HR representative for Team Leader forum

HR Strategy

The Board discussed general areas to be addressed :

- Training and development
- Potential job changes
- Skills for the future

The Board agreed any changes would be gradual and over the long term. The HR Director discussed general HR strategy being compiled this summer.

Key Issues

The Board discussed the budget available for the project this year and the need to ensure consistency of communication.

Document Approval

The Board approved the Internal Project Governance and Risk Potential Assessment documents.

Risk and Issue Logs

The Board reviewed both sets of logs and updated as required.

Date Next Meeting
September 2006