

Business Change and Training Project Board

Meeting March 2007

Summary

Document Approval

The Project Board approved the Business Change Strategy and Communications Plan

Project Manager Update

The Project Manager presented the Highlight Report :

- Produced Impact Assessment Questionnaire and issued to government departments to complete
- Data for Benefits Realisation being compiled
- Business Change Project Plan now incorporated into Master Programme Plan

- Cataloguing process :
 - Produced referencing procedure for the transfer of Digital Archive into Digital Object Store
- Redaction process :
 - Defined new process map, agreed by team leaders and Digital Preservation Department
 - Continued investigations into possible redaction tools
- Accessioning process :
 - Continued testing user documentation
 - Continued reviewing and revising business processes during the pilot
- Transfer Update :
 - Continued producing procedural guidance for government departments

HR Update

- Project Board agreed to review the position at the next meeting

Risk and Issue Logs

The Board reviewed both sets of logs and updated as required

Date Next Meeting

May 2007