

Business Change and Training Project Board

Meeting May 2006

Summary

Project Initiation Document (PID)

The Project Board approved the PID as amended. The Board agreed to submit the PID to the Programme Board for information.

Team Leaders – Business Change

The Board agreed that the Team Leaders should meet on a regular fortnightly basis where possible. This forum should establish the Risk and Issues Logs and prepare a high level plan for Project Board approval. The Team Leaders should establish their own small teams to undertake process review tasks as required.

Board Composition

The Board agreed an external representative to be invited to join the Board. The format and composition of the Team Leader forum was discussed and agreed.

Priority Areas

The Board agreed that transfer and accessioning should be the process areas to be addressed as a priority.

Risk and Issues Log

The Board discussed and compiled initial logs to be reviewed at the next Board meeting.

Date of Next Meeting

The Board agreed to meet in July.