

Business Change and Training Project Board

Meeting November 2006

Summary

Programme Manager Update

The Programme Manager presented the Highlight Report :

- Benefits Realisation Strategy has been approved by programme Board
- External representatives on Programme Board suggested collecting benefits for OGDs – review and consult
- Two Process Team Leader meetings held since last Board
- Cataloguing process :
 - Stage 1 Scope completed
- Redaction process :
 - Stage 1 Scope completed
 - Stage 2 started
- Accessioning and Transfer process :
 - Stage 1 Scope completed
 - Stage 2 started
- HR update :
 - Identifying internal stakeholders regarding possible training and development requirements
- Communication update :
 - Draft communication plans being compiled for pilot

HR Update

The Board discussed general areas to be addressed :

- Learning and Development Strategy

Resources

The Board discussed :

- Project Manager role
- Transfer Process Team Leader role

Risk and Issue Logs

The Board reviewed both sets of logs and updated as required

Date Next Meeting

January 2007