

Business Change and Training Project Board

Meeting September 2006

Summary

Programme Manager Update

The Programme Manager presented the Highlight Report :

- Benefits Realisation Strategy has been updated
- Cataloguing process completed stage 1 and started stage 2 (new process / procedure development)
- Redaction process completed stage 1 and started stage 2
- Accessioning process working towards pilot
- Transfer process – no progress to date
- Project Manager vacancy
- Actively seeking help with Transfer process

HR Update

The Board discussed general areas to be addressed :

- Producing Learning and Development Strategy
- Identify future skills requirements
- High level policy statements and training
- HR to discuss scope of Programme with Programme Manager

Benefits Capture

The Board discussed changes :

- Named owners for baseline data collection and measuring results
- Beginning to collect baseline data
- Next step to incorporate feedback into document and seek Programme Board sign-off
- Board agreed this is appropriate way forward

Risk and Issue Logs

The Board reviewed both sets of logs and updated as required

Date Next Meeting

November 2006