

## Business Change and Training Project Board

Meeting January 2008

### Summary

#### **Project Manager Update**

The Project Manager presented the Highlight Report :

- Communications
  - Open Day for OGDs held on 29<sup>th</sup> November
- Project Deliverables
  - Transfer procedures handed over to Cataloguing team to complete - the Transfer Project Board agreed a major overhaul and funding for resource to help with the restructure and editorial changes
  - Redaction Guidelines revised and issued for review - ready for publication.
  - Continued to define standards for cataloguing electronic records - work will continue once the Cataloguing Workflows are defined
- Roll Out :
- Project Manager updated the Board with progress to date

#### **OGD Perspective – concerns and issues**

- Board discussed concern raised regarding ‘embedding the process’ after the formal closure of the project

#### **Risk and Issue Logs**

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

#### **Date Next Meeting**

March 2008