

Business Change and Training Project Board

Meeting May 2007

Summary

Project Manager Update

The Project Manager presented the Highlight Report :

- Communications
 - Produced communications material for the launch of new version of Electronic Records Online
 - Collated and analysed responses to the Impact Assessment Questionnaire
 - Compiled Questions and Answers document for government departments – Project Team to sign off this week
 - Drafted internal Impact Assessment Questionnaire
- Project Deliverables
 - Continued producing procedural guidance for government departments
 - Began to define the Seamless Flow Operational Roles
 - Identified a suitable redaction tool and undertook 30 day trial – looking to procure
- General :
 - Continued to hold fortnightly business change meetings, topics include impact assessments, training, skills, and the use of consistent terminology
 - Reviewed and revised the project plan

OGD Perspective – concerns and issues

- The Board discussed various concerns and issues raised by the external representative and agreed further work on communicating the benefits of the Programme needs to be undertaken

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

July 2007