

Business Change and Training Project Board

Meeting September 2007

Summary

Project Manager Update

The Project Manager presented the Highlight Report :

- Communications
 - Drafted first issue of Seamless Flow newsletter for government departments
 - Updated Questions and Answers for government departments
 - Published new referencing system article in Summer edition of RecordKeeping
- Project Deliverables
 - Completed first draft procedural guidance for government departments, based on the user documentation produced by contractor. Issued for internal review and comment
 - Continued to define the Seamless Flow Operational Roles, expanding on the roles defined for the launch of Electronic Records Online V2
 - Began to revise redaction guidelines for government departments
 - Made progress on standards for cataloguing electronic records (including websites, and records that will arrive outside of Seamless Flow)
- General :
 - Regular Business Change team leaders meetings – progress made

OGD Perspective – concerns and issues

- The Board discussed various concerns and issues raised by the external representative :
 - Packaging tool
 - Cost & resources

HR Update

- Project Board agreed there would be a gradual transition in roles and responsibilities

Risk and Issue Logs

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

Date Next Meeting

November 2007