



END PROJECT REPORT

Project name *Appraisal and Selection*

Release Date: 31 March 2008

Author: Project Manager

Owner: Senior Responsible Owner (SRO)

Client: The National Archives (TNA)

Document History

Document Location Hard copy versions of this document are only valid on the day that they are printed

This document can be accessed here: *[insert Objective link]*

The Objective file path for this document is: *[quote Objective file path]*

Revision History Date of next revision:

| Revision date | Previous revision date | Summary of Changes | Changes marked |
|---------------|------------------------|--------------------|----------------|
| 31 March 2008 | | Initial draft | No |
| | | | |
| | | | |

| Role | Form of Approval | Version | Location |
|-------------------|------------------|---------|-----------------------------------|
| SRO | e-mail | 0.1 | <i>Insert Objective link here</i> |
| Programme Manager | e-mail | 0.1 | <i>Insert Objective link here</i> |
| | minutes | 0.1 | |

| Title | Role | Date of Issue | Version |
|------------------------|--------|---------------|---------|
| Project Support Office | e-mail | | |

Purpose

To record how well the project has performed against its Project Initiation Document.

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Project objectives

Achievement of the project's objectives

Main Objective : To enable as far as possible automatic application of selection criteria to electronic records. This will involve close liaison with OGDs and the development of methods to select files at creation time.

Performance against planned target time, cost and project tolerances

| Project deliverable | Task name | Who | Finish | Status @ April 2008 Completed / outstanding / ongoing |
|----------------------------|-------------------------------------------------------------------------------------|------------|----------------|-----------------------------------------------------------------|
| 1 | Approval of macro-appraisal paper | | 15/3/05 | Completed |
| 2 | Consultation with Custodial Policy | | 30/6/05 | Completed |
| 3 | Reworking of statement of principles | | 30/9/05 | Completed |
| 4 | Develop agency appraisal procedures to point where first draft ready for discussion | | 31/10/05 | Completed |
| 5 | Review agency procedures | | 31/1/06 | Completed |
| 6 | Agency procedures ready for use | | 31/3/06 | Completed |
| 7 | Compile draft CGD template(s) and accompanying guidance | | 21/3/08 | Completed |
| 8 | Issue draft CGD template and accompanying guidance for consultation | | 31/5/08 | Outstanding |
| 9 | Produce OSPs 1-6 (BP targets as pre usual ICMU processes) | | 31/3/06 | Completed |
| 10 | Provide methodology for new-style OSPs | | 31/5/05 | Completed |

Changes

Handover process Business as usual

Total impact of approved changes N/A

Quality

Statistics for all quality work carried out N/A

Current Position

- The original Project Manager has left TNA

Outstanding Work

- Issue draft CGD template for consultation
 - Business as usual
- Lessons Learned log

Ongoing Risks

'FOI considerations will render the procedures unworkable' – owners Head of FOI and Access Units