

21SA012 Home to School Travel

BOLD = PRINCE 2 DEFINED PRODUCTS/TASKS - PLEASE DO NOT AMEND

R RESPONSIBLE The person who will do the work to complete the task / produce the associated deliverable.		Delivery Applicable to all stages																					
		OBC stage	FBC Stage	Internal kick-off meeting	Supplier/service area kick off	Exception Report	Issue Flag Report	Exception Flag Report	Sharepoint documentation and management	Change Request	Project Plan	Budget Management	RAID	RACI	Project Board ToRs/ Governance	Project Board Minutes & Actions	Project team ToRs	Action Log	Lessons Log	Supplier/Team Status Reporting	PMO project Highlight report	Support Services Resource Recharging	End Stage Review / Retrospective session
A ACCOUNTABLE The person ultimately answerable for the correct and thorough completion of the deliverable or task, the one who ensures the prerequisites of the task are met and who delegates the work to those responsible.																							
C CONSULTED Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication typically before action or decision taken																							
I INFORMED Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication typically after the action or decision taken																							
Project Roles / Participants	Project Specific - Name																						
Project Sponsor	Denise Murray (Programme Level) Sarah Parker (Project Level)				I	A	I	A	I	I	A	A	A	C	C	A	C	I	A	I	A		I
Project Executive	Gail Rogers			I	C	C	A	C	I	A	C	C	C	C	A	C	A	I	C	I	I		C
Senior User	Terri Knowlton				C	C	I	C	I	C	C	I	C	C	C	I	I	C	C	I	I		C
Project / Programme Manager	Helen Haggi			A,R	A,R	R	R	R	A,R	R	R	R	A	A,R	R	R	R	A,R	R	I	R	A	A,R
Cabinet Lead	Clr Asher Craig																						
Comms Team (inc Consultation & Engagement)	Matthew Rhymer / James Backhouse					C		C	I	C	C		C	C			C	C		A, R			C
Corporate Leadership Board (CLB)																							
Equalities Team	Duncan Fleming																						C
Executive Director Meeting (EDM)	People																						
Finance	Denise Hunt					C		C	I	C	C	I	C	C			C	C		A, R			C
Legal	Kate Fryer				C	C		C	I	C	C		C	C	C		C	C	C	A, R			C
Procurement Lead	Tom Allen				C	C		C	I	C	C		C	C			C	C		A, R			C

Delivery

Closure

Delivery - General																Delivery - Transition Prep					Delivery - Implementation <small>Go-Live and immediate post-go-live activities incl. warranty period</small>						Closure						Post Project			
Test Plan/Approach	Benefits Management Approach (Planning)	Measure and track benefits (Tracking)	Comms Management Approach	Develop training plan/approach	Develop IT Work Package	Develop IT Work Request	Develop Request for Change (RFC)	Develop Technical Low Level Designs	IT resource scheduling	Supplier Management (to include mobilisation of contract management)	Contract onboarding	Comms delivery and engagement	Comms Delivery	UAT - Testing	Develop key/super user training materials	Deliver key/super user training	Implement business change (incl wider training rollout)	Go / No-go Form	Go / No-go Decision	Warranty period monitoring	Resolve warranty period incidents	Exit Report	Test Sign off	Agree Handover to BAU	Delivery	Closure Report	Benefits Handover	Halting Report	Lessons Learned Workshop Output	Final Highlight Report	Closure	Benefits Management /Realisation	Ongoing Supplier and Contract Management	Post Project		
	A	A	I	I						C	C	I	I	I			A		A					A		A	A	A	A	A		A,R	A,R			
A	A		A	C	I					C	C	A/R	A/R	C	I	I	C	C	C	I	I	R	R	A		C	C	C	C	C		R	R			
C	C		C	A	I			I		C	C	R	R	A,R	C	C	R	C	C	C	I	R	R	I		C	C	C	I		R	R				
R	R	I	R	R	R	R	R	I	I	R	R	R	R	I	C	C	I	A,R	R	A,R	C	A,R	A,R	R		R	R	R	R	R						
	I		I									I	I					I	I												I					
	I		R,C									R,C	R,C				C												C							
												I	I																							
	I											I	I																							
	C											I	I																							
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	I									C	A,R	I	I																						C	