

## Appendix A – Corporate action tracker excerpts

### Internal Audit Tracker

Ref.	Action Description	Priority	Audit Source Document	ELT Lead	Due Date	Status	% Complete	Progress Update Q3 - 2021/22
20	Carry out a skills audit on programme managers	Medium	Customer First	CE	31/03/2021	Delayed	47%	<p>* 05/01/22 – Current PPM lead departing TDC 5/1/22, new lead will confirm TDC project management group members ahead of arranging training for them on key principles / approaches to PPM, which relates to the TDC handbook.</p> <p>* 25/10/21 - First TDC project management (PM) group held 14/10/21. This yielded useful feedback on TDC PM, and work has commenced on 'best practice' at TDC via updating of PM handbook.</p>
21	Provide training for all programme/project managers who have not received it	Medium	Customer First	CE	30/06/2021	Delayed	20%	* 05/01/22 – as per Action 20.

### Corporate Improvement Plan

Action Ref.	Action Description	Priority	ELT Lead	Due Date	Progress update
79	Update Project Management Handbook	High	CFO	tbc	* 05/01/22- updated by current PMO who is leaving TDC 05/01/22. Will be reviewed and submitted for management approval by new lead PPM officer.
80	Confirm most effective corporate project board arrangements given new governance structures. For instance a corporate board and DLT boards.	High	CFO	tbc	* 05/01/22 – Resources DLT still incorporating project updates into DLT meetings, while Communities and Planning have separate. Advise that the new management team arrangements include, as part of the set agenda for MT, a PPM agenda item where corporate projects/programmes can be randomly called in by MT to

					review the latest progress update. New lead officer to follow-up.
81	<b>Review scheme of delegation to ascertain appropriate sign-off levels for new corporate projects.</b>	High	HofL	tbc	* 05/01/22 – interim criteria for commissioning projects put forward in updated handbook. HoL to advise when a more detailed review of the scheme of delegation can take place. New lead PPM officer to follow-up with HoL.
82	<b>Review and amend business case section of Project Initiation Document (PID) template.</b>	Medium	CFO	tbc	* 05/01/22 – to be reviewed / updated by new lead officer.
83	<b>Confirm list of project management champions within the Council.</b>	Medium	CFO	tbc	* 05/01/22 – expect these individuals to be members of the TDC Project Management Group, new lead officer to confirm at next meeting in March 2022.
84	<b>Review and amend financial cost / opportunity cost of resourcing (people) for projects.</b>	Medium	CFO	tbc	* 05/01/22 – simple approach to calculating this has been included in the latest update of the handbook. Advise that it is reviewed by the new lead officer ahead of the handbook being submitted for approval.
85	<b>Conduct project management training needs assessment for project sponsors.</b>	Medium	CFO	tbc	* 05/01/22 – to be arranged by new lead officer.