

Appendix A

Project Management Priority Improvement Action Plan

	Action	Target Date	Owner	Comments
1	Reinstate and establish officer project management working group to ensure project management documentation is in place and reports and risks are reviewed at project boards set regular meetings for 2022/2023 period	March 2022	Project Sponsor A Boote	Completed February 2022
2	PM working group to review Project Management Handbook and forward to EMT for approval. Once approved distribute to A&S members for Comments and approval	April 2022	Project Sponsor – A Boote	In Progress. EMT to review end of March
3	Explore options for formal Project Management Training with HR for lead project officers	June 2022	Project Sponsor A Boote	In progress
4	Review Active project list to determine resource capacity, skills and experience Identify Gaps and provide assurance on how we will bridge those gaps	September 2022	Project Sponsor A Boote	In Progress, additional resource levels yet to be identified

5	Provide Progress reports and updated action plan to Audit & Scrutiny Committee at regular intervals	March 2022	Project Sponsor A Boote	Ongoing
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