

QUARTER 2 July – September 2011

QUARTERLY CORPORATE ACTION PLAN SELF ASSESSMENT FORM

Corporate Action Plan: SPIRiT (Programme Support Office)

Corporate Action Plan Lead: Paul Murphy

Please indicate for each quarter whether overall, your objective is:

*On schedule – all milestones completed or planned to complete on schedule

Please complete the tables on the following pages providing a strategic overview of performance against your action plan. It is not necessary to provide a detailed account or embedded documents.

Question	Progress made	Problems encountered/overcome
<p>HOW HAS THE OBJECTIVE PROGRESSED IN THE QUARTER?</p> <p>Consider progress against performance measures, outputs and outcomes, activities, resources used and risks identified</p>	<ul style="list-style-type: none"> ▪ Operational Preparedness Programme. – Formal closure by Mr Johnson (SRO) will be submitted to CB on 22/11/11. ▪ Personal Protection Equipment Project – Stakeholder engagement currently being undertaken on the projects outcomes. Once completed the project closure documentation will be presented to CB for approval – PSO Programme Manager to discuss timeline with SDO Harper (SRO). ▪ IPDS for Non Uniformed Employees project – Project is on track and reporting monthly to the Project Board. Interdependencies with the Bus Programme have been identified and are being progressed. The project drive has been made accessible to the Project Board members and the PSO to aid more efficient communication 	<ul style="list-style-type: none"> ▪ IPDS for Non Uniformed Employees project – future Change in Project Manager has been managed to ensure continuity within the Project structure.
<p>WHAT NEEDS TO CHANGE?</p>	<p>None to report</p>	

<p>Do you need to review the content of your plan due to changes in circumstances? Provide an overview here.</p> <p>*Remember to update your plan accordingly and re-submitted to SPIRiT?</p>		
<p>LOOK FORWARD</p> <ol style="list-style-type: none"> 1. What needs to happen over the next 3-6 months? 2. Are there any new risks/issues that you can foresee? 	<ul style="list-style-type: none"> ▪ Operational Preparedness Programme. – Formal closure by Mr Johnson (SRO) will be submitted to CB on 22/11/11. ▪ Personal Protection Equipment Project –The Closure documents to be approved by CB ▪ IPDS for Non Uniformed Employees project – Project to commence to the approved Plan and the Business case and Project scope to be reviewed against the original deliverables of the project. <p>Ensure communication with the BuS Programme is maintained as new work streams are undertaken within BuS.</p>	

For the purposes of the Audit Committee report please précis the above information in the box below.

Operational Preparedness Programme – formal closure on 22/11/2011

Personal Protection Equipment Project - Stakeholder engagement to be completed prior to Project closure being reported to CB

IPDS for Non Uniformed Employees project – Project on track and has identified interdependencies with the BuS Programme which are/have been considered. Review of the Business Case and Deliverables by Project Board needs to be completed on a continual basis.