

## **Appendix 4 – Summary of Issues and Action Points**

	<u>Key Issue</u>	<u>Actions</u>	<u>Paragraph</u>
a.	Variable compliance with requirement to provide project risk register to Programme Office at same time as draft Gateway report	<ul style="list-style-type: none"> <li>i. Corporate Programme Office to ensure project risk register provided with each Gateway report</li> <li>ii. Corporate Programme Office to raise awareness of this requirement</li> <li>iii. Chamberlain’s Risk and Assurance Function to review risk project risk registers periodically</li> </ul>	13
b.	Variable compliance with requirement to update Project Vision with key data monthly	<ul style="list-style-type: none"> <li>iv. Corporate Programme Office produces statistics on use of Project Vision on a monthly basis and shares with Internal Audit</li> <li>v. Corporate Programme Office to circulate statistics to relevant Chief Officers</li> <li>vi. Corporate Programme Office to report periodically to Corporate Projects Board and Projects Sub-Committee on compliance levels</li> </ul>	14
c.	Variable use of confidence ranges to describe uncertainty in projects in Gateway reports	<ul style="list-style-type: none"> <li>vii. Heads of Finance, Corporate Programme Office and Policy Officers to ensure consistency of approach when reviewing draft Gateway report</li> </ul>	21
d.	Retention of approved budgets beyond the end of the project	<ul style="list-style-type: none"> <li>viii. Corporate Programme Office and Heads of Finance to continue driving prompt production of final account and Outcome Report</li> <li>ix. Town Clerk, Chamberlain and Chief Officers to develop dynamic model of financial management that ensures links are made between project, risk and financial management</li> </ul>	22
e.	Inconsistency of information relating to project progress provided to Town Clerk and Chamberlain	<ul style="list-style-type: none"> <li>x. Corporate Programme Office and Capital Team to work in partnership and challenge cases where inconsistent information provided</li> </ul>	23
f.	Constrained	<ul style="list-style-type: none"> <li>xi. Chief Officers to ensure project teams</li> </ul>	26

	<u>Key Issue</u>	<u>Actions</u>	<u>Paragraph</u>
	resources for projects (financial and staff)	are adequately resourced to deliver projects with sufficient time devoted to appropriate project controls, including risk management	
g.	Risk management training	xii. Corporate Programme Office, Risk and Assurance function and HR to ensure that appropriate risk management training is provided to officers involved in project management	27
h.	Learning lessons and project management community	<p>xiii. Corporate Programme Office to develop programme of workshops led by project managers to share lessons from completed projects</p> <p>xiv. Corporate Programme Office to develop an online forum, where possible using Sharepoint and if that is not feasible in the short term, an external solution be progressed</p>	28 and 29