

[illegible]

Notes and Guidance:

**Areas to consider:**

Training requirements e.g. training staff on a new system or process

Following up on benefits realisation to ensure still being met or taking further action to ensure they are met

Ownership of systems - who will maintain them going forward

### Lessons Learned and Benefits Review:

**Lessons Learned:** Lessons learned should be conducted no more than 4 - 6 weeks after the project is handed over into BAU

Lessons Learned:	Lessons learned should be conducted no more than 1-2 weeks after the project is handed over into BAU.
Benefits Review:	This should be completed 6 months after the project is handed over into BAU. The purpose is to ensure predicted benefits are still being met

### Workstreams:

**Services:**

Reach  
Onboard  
SSSC + Me  
Aim  
See  
Moving On

Communications  
Digital Services  
Estates, Health and Safety  
Finance  
Fitness to Practise  
Hearings  
Human Resources  
Learning and Development  
Legal and Corporate Governance  
Organisational Design  
Performance and Improvement  
Programme Management Office  
Registration  
Workforce Planning