

Evolve Workstream Progress Summary

Overview:										Benefits Realisation/Evaluation:		
Workstream	Project	Director Sponsor	Owner/ Project Lead	Progress	Risk summary status (completion risk)	Start Date	Estimated Completion Date	Revised Completion Date	End Date (Handover to BAU)	Expected Benefit/Outcome (Free text 3-5 bullets)	Measurement	Benefit/Outcome Realised (Y/N)
Reach	Refine and improve the recruitment and selection process and workflow.	Laura Shepherd	Laura Shepherd	On Track	Low	01/05/20	01/02/21					
Onboard	Corporate induction (half day stand up session)	Phillip Gillespie	HR	On Track	Low	01/04/21	31/07/21					
	Departmental induction (post covid)	Phillip Gillespie	HR	On Track	Low	01/04/21	31/07/21					
	Online induction (23 Things)	Phillip Gillespie	Mairi Buchanan	On Track	Medium	11/01/18	01/04/21					
	Welcome pack	Phillip Gillespie	Nicola Chainey/Mairi Buchanan	Completed	Low	01/05/20	28/09/20		29/10/20			
	In the Know (How do I?)	Phillip Gillespie	Nicola Chainey/Mairi Buchanan	Not yet started	Low	11/01/21	31/03/21					
SSSC + me	Corporate training needs	Phillip Gillespie	Pamela Jamieson-Smith	On Track	Medium	01/10/20	31/03/21					
	Learning management system	Phillip Gillespie	Pamela Jamieson-Smith	Delayed	High	01/03/21	30/09/21					
	Management and leadership development	Phillip Gillespie	Pamela Jamieson-Smith	On Track	High	01/10/20	01/04/21					
	Development discussions	Phillip Gillespie	Rachel Chalmers/Pamela	Delayed	Low	01/03/20	31/01/21					
Aim	Workforce mapping/ skills audit	Lynn Murray	Pamela Jamieson-Smith	Not yet started	Low	05/01/21	31/05/21					
	Workforce planning	Lynn Murray	Pamela Jamieson-Smith	Not yet started	Low	05/01/21	31/05/21					
	Succession planning	Lynn Murray	Pamela Jamieson-Smith	Not yet started	Low	05/01/21	31/05/21					
See	Employee Benefits & Wellbeing	Maree Allison	Christine Czyba	On Track	Low	01/11/20	31/03/21					
	Employee-led Innovation	Maree Allison	Pamela Jamieson-Smith	Not yet started	Low	01/02/21	Ongoing					
	Reward & Recognition	Maree Allison	Lynn Murray (Job Eval)	On Track	High	TBC	TBC					
	Agile Working	Maree Allison	Marnie Westwood	On Track	Low	18/11/20	01/07/21					
	Culture and Values	Maree Allison	Pamela Jamieson-Smith	On Track	Low	01/02/21	01/12/20					
Moving On	Refine and improve our exit process to capture leaver information effectively to produce usable MI to inform organisational culture	Lynn Murray	Nicola Cameron/Scott Reid	On Track	Low	01/03/20	TBC					

Notes and Guidance:

Progress:

Blocked	Activity cannot proceed due to an issue that needs resolved
Delayed	Activity is in progress but won't be delivered by the expected due date
On Track	Activity is in progress and on track for completion by the expected due date.
Completed	Or activity is completed before expected due date
Not yet started	Activity has not yet started

Risk RAG

High	If left unresolved, this risk could impact the project timelines
Medium	Risk is not impacting project timeline overall, but has impact on some areas of the project
Low	Minimal risk that is not impacting project timelines at all

Executive Sponsor

Lorraine Gray	Chief Executive
Maree Allison	Director of Regulation
Laura Shepherd	Director of Strategy and Performance
Phillip Gillespie	Director of Development and Innovation
Lynn Murray	Interim Director of Finance and Resources

Benefits:

These should be high-level e.g. process improved, number of steps removed from process, system implemented