ip&e Programme Board Communications Plan

Key to the success of any project is effective, open communication between the project team members. As such, the ip&e Programme Board is requested to adopt the following protocol to ensure a consistent, transparent and collaborative programme environment:

1)   Information Sharing and Collaborative Working

A SharePoint site has been established to act as the primary document store for the Programme. All Programme Board members and nominated deputies have access, as do the members of the Tiger Team.

The SharePoint can be accessed at the following address:
http://sw08sp01/sites/ip_and_e_programme_board

All users have read-and-write access to allow them to upload documents. Please do not delete or change any documents from the SharePoint.

The SharePoint allows users to discuss and comment on live documents, and the site will allow all Programme Board officers to have sight of the most up-to-date information on the Programme, and to find key document templates.

2)   Programme Board Update Procedure:

To ensure that the Board receives accurate and relevant updates, the Programme Manager will contact all Work-Stream Leads at least 1 week before the Board meeting to request submission of updates.

It is important that these updates are received no later than **2 working days** before the Board meeting to allow for collation of the documents and circulation to Board members. Any updates outstanding 1 working day before the Board meeting will be flagged as **'no response received'** to the Board.

The updates should be in the form of the RAG template circulated to Board members via email on the 22nd August.

Reports will be discussed by the Board, and so will be circulated, at the latest, **1 working day before the Board meets**.

3)   Change Request Procedure:

Any changes (including risks which escalate above the Council's Risk Tolerance threshold) which may impact the delivery of the Programme should be communicated to the Programme Director as soon as they are identified. Requests for change will be handled as follows:

1) Capture – Determine the issue and it's severity, and communicate to Programme Director (work-stream lead)
2) Examine – Impact on work-stream objectives, timescales, Business Cases (work-stream lead + Risk Management Team)
3) Propose – Identify/Evaluate Options and make Recommendations (work-stream)
4) Decide (Programme Board)
5) Implement – Take corrective action (work-stream lead)

4)   Request for Programme Board Agenda Item:

All requests for an additional item to be tabled at the Programme Board should be made by email to Alex Gore no later than 6 working days before the Programme Board meeting.