

Actions Log

Number	Owner	Description	Progress	Status
23/5/18-1	OIA Team	OIA team to prepare document classification information for use by the Programme Board, and for this to be circulated	02/11/18 Agreed terminology for sharing of papers. Expectation is all are “for publication” with exceptions labelled such as “publication following approval of the Programme Board”	Closed
23/5/18-2	OIA Team	OIA team to engage with colleagues in Health, Social Security and Local Government as potential Service Providers, to include within the alpha phase. This should include work to further define the service questions that an alpha would answer.	09/7/18 Workshop scheduled for 25 July 2018. 02/11/18 Plans for alpha published, ongoing engagement with Service Providers as part of programme.	Closed
23/5/18-3	OIA Team	OIA team to engage Improvement Service and GDS to help scope and plan the alpha phase.	20/6/18 – workshop with Improvement Service planned. 02/11/18 – both involved in scope and planning of alpha, ongoing interactions with both IS and GDS as part of programme.	Closed
23/5/18-4	OIA Team	OIA team to develop communications and messaging, aimed at clear methods of communicating the aims, activities and benefits of the programme.	02/11/18 Draft Communications and Stakeholder Engagement strategy and product vision for consideration and 08/11/18 Programme Board.	Closed
26/1/18-1	OIA Team	OIA team to update the Remit and Terms of Reference with the changes indicated.	23/5/18 – Remit updated and accepted by Board	Closed
26/1/18-2	OIA Team	OIA Team to invite a representative from COSLA to the Programme Board	23/5/18 – Douglas Shirlaw invited and attended	Closed

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26/1/18-3	OIA Team	OIA team to consider how to approach additional external experts.	23/5/18 – completed, OIA team contacted a number of organisations and individuals with specific expertise in this area during the Discovery phase.	Closed
26/1/18-4	OIA Team	OIA team to amend the stakeholder plan with the changes proposed.	23/5/18 – updated and published.	Closed
26/1/18-5	OIA Team	OIA Team to circulate the proposed membership for the Expert Group to the Programme Board.	23/5/18 – completed following first meeting.	Closed