

PREPARATIONS FOR 2018 REVIEW

1. With the 2013 Review now formally closed, one of the main lessons learned from the experience of that review was the need for increased forward planning and preparation in advance of the formal public commencement of the review.
2. In order to provide a formal structure to the preparations for the 2018 Review, and thereby provide assurance to both Members and the Departmental sponsor team that necessary work is progressing appropriately, we will be implementing some formal project management structures to the process. The overall Project Manager will be the Secretary to the Commission, reporting regularly to a Project Board consisting of the Deputy Chairman of the Commission, the Head of the sponsor Division, and the Head of the Constitution Group within Cabinet Office.
3. As well as regular (probably monthly) Highlight Reports being issued to the Project Board, the Project Board will also meet to formally assess progress and agree any steps necessary to overcome any obstacles to successful delivery that are outside the control of the Project Manager. Initially, meetings are likely only to be quarterly, but may increase in frequency as the commencement of the 2018 Review itself gets nearer and the amount of preparatory work escalates accordingly. The initial start-up meeting of the Project Board is scheduled for 7 November.
4. In advance of that Project Board meeting, Members' views are sought on the project outline attached at Appendix A, which sets out in a consolidated document the separate workstreams envisaged, the distinct activities and milestones within each of those, and the key associated risks. Following Members' comments on these, the information will be split into the formal Project Plan and Risk Register, against which the Highlight Reports to the Project Board (and Members) will be reporting.