

Executive Summary and Recommendations

Introduction

At the April Registration committee, the committee requested to be presented with the Renewal project plan.

The Renewals Project was formed to assist and coordinate operational changes to department's processes, to improve the 2005/2006 registration renewal process. Since the project was coordinating internal department initiatives across several departments, the project team's composition changed over the project cycle having project members at different times from UK and International Registration, Finance, Information & IT and Communications.

A Gantt chart project plan was used in the start up phase of the project to plan operational improvements and new initiatives. (A Gantt chart is a horizontal bar chart that provides a graphical illustration of a schedule that helps to plan, coordinate, and track specific tasks in a project)

Project Actions were then used to track and monitor progress.

A copy of the Renewal Gantt chart project plan and Project Actions are attached.

Decision

This paper is for information only. No decision is required.

Resource implications

No additional resources were taken into service over the duration of the Renewals Project, all initiatives were conducted by the relevant department's existing resources.

Financial implications

No specific funding was allocated to the Renewals project. All initiatives were funded from within departmental budgets.

Background papers

None

Appendices

Renewals Project Actions

Renewal Gantt chart project plan