

Appendix J

Ref. No.	Recommendation	Urgency	Target date	Classification	Ower / Allocated to	Status - Open / Complete	Comments / Progress
1.	To enhance readability of the business case, consideration should be given to moving the lower level detail of the policy alignment to an appendix.	E- Essential	Pre-OBC submission	Context, Aims and Scope 8.3 Business case	Tony	Complete	Chris Marshal actioned the readability of the business case, as instructed lower level detail moved to appendices.
2.	The project should seek to formalise the involvement of the project delivery partners at the earliest possibility in order to secure investment and partnership working.	R - Recommended	Post-OBC approval and throughout delivery as potential partners come on board.	Stakeholder Management 2.3 Relationship management across organisational boundaries	Tony	Open/ Ongoing	Partners and stakeholders identified in Stakeholder mapping, work packages will commence following OBC approval - prior to Q1 2022.
3.	Complete a stakeholder mapping exercise to understand and document the impact and influence of each key stakeholder (or stakeholder group where necessary) in order to prepare a targeted and detailed communications plan as part of the overall stakeholder engagement strategy	E- Essential	Pre-OBC approval	Stakeholder management 2.1 Engagement Strategy and Planning	Tony / Exec	complete	Stakeholder mapping exercise complete, refine the parties to the relevant communication section.
4.	Develop a Benefits plan in line with the FBC, outlining base-line measures, target measures, timescales and owners	E- Essential	In line with FBC development	Benefits Management and Realisation 6 Benefits Management and Realisation	Tony / Exec	Complete	Benefits Plan Uploaded as Benefits register - Access via project controls
5.	Re-evaluate benefits at regular milestones throughout delivery to ensure that the FBC has access to all potential benefits	E- Essential	Throughout project	6 Benefits Management and Realisation	Tony	Open / Ongoing	Ongoing, each delivery stage will identify and updates included within Highlight reports
6.	Update the Economic case to describe each one of the CSFs	E- Essential	Pre OBC submission	Context Aims and Scope 8.3 Business case	Tony / Gareth	Complete	Details completed.
7.	Campuses Project manager and the two Procurement teams to work together to manage costs effectively at every stage of the procurement to ensure that there is minimal risk of cost overrun	E- Essential	Post-OBC approval, delivery stage	Programme and Project management 3.1 Planning	Tony	Open / Ongoing	Contact has been made with both Procurement teams - Sian Charles (Arch) Morrison and Uni Team, estates, Ben Lucas, Tom Gronow, a number of upcoming meetings have been pencilled in to work on the procurement plans.
8.	Develop a risk strategy incorporating best practice approaches to risk management, thus strengthening the effectiveness of the risk log	R - Recommended	Pre-OBC approval	Risks, Issues and Dependency Management 9.2 Management of Risks	Tony	Complete	Risk Strategy adopted from Uni PMO, this is included within the OBC and a Risk register / Raid log has been set up and maintained by PM.
9.	Align the risks and scoring within the OBC with the Project Risk register, making the Project Risk Register the master copy that can supply information into other project documents	E- Essential	Pre-OBC submission	Risks, Issues and Dependency Management 9.2 Management of Risks	Tony	Complete	Master Copy uploaded and maintained by PM via Campuses Onedrive.
10.	Create a standard Action/Decision Log to support the effective management, tracking and reporting of progress at the project board	R - Recommended	Pre-OBC approval	Programme and Project management 3.1 Controls	Tony / Exec	Complete	Raid Log set up, maintained with access via Onedrive which incorporates, Risk register, Action Log, Issue log and Change register.
11.	Ensure that the Communication to all stakeholders (Industry, academia, public, etc) is effective and relevant by bringing the benefits to life through case studies and real-life examples.	E- Essential	Pre-OBC approval	Programme and Project Management 3.6 Communication	Exec	Open / Ongoing	Communication management approach has been set up (Onedrive), work has commenced via stakeholder mapping to identify all stakeholders and formulate a structured comms plan in conjunction with UNI and PoMO, a work package has been setup to identify relating case studies and examples of the projects benefits to incorporate within communications however this will only commence post OBC approval to the audiences identified within the review.

12.	Hi Tony, Are you able to co-ordinate with Caroline to make sure we get the business case through the R&I sub committee in Hywel Dda please as per the most recent governance plan ? Best wishes, Naomi					Complete	
13.	ARCH board 21/09/21 – SBUIHB paper to be used as the baseline – Tony to follow up with Sion to make sure paper is co-ordinated					complete	
14.	find out from Miles if the OBC needs to go to a scrutiny panel before the council and submission to cabinet					Complete	
15.	Miles - Find out when SOPB Paper needs to be submitted.					complete	
SLT Paper							
Action	What?	Who?	By When?	Why?			
1	Submit student numbers and associated financials	Cath	AM 15th			complete	
2	Circulate student financials to Keith, Ken and Elwyn	Tony (poss follow-up by Keith if read)	AM 15th	To ensure no surprises at SLT		Complete	
3	Add student financials narrative to body of paper	Miles	AM 15th			Complete	
4	Submit final draft to Keith and Steve	Tony	Midday 15th			complete	
5	Receive feedback from KL and SW and amend	Tony/Miles	Afternoon 15th (depending on availability)			complete	
6	Submit final copy to SOPB	Tony/Keith	CoB 15th	Current deadline however I am seeking extension		complete	
7	Council away-day slides	Miles/Gavin	Slides done. Presented by VC on 17th	To ensure Council understand what is coming to them on 4 th Oct		complete	
8	Feedback from SOPB incorporated into SLT paper	Tony/Miles	After SOPB 20th			Complete	
9	Submit paper to SLT	Tony/Miles/Keith	CoB Mon 20th	Submission extension from Fri 17th		complete	
10	Feedback from SLT incorporated into F&SC paper	Tony/Miles	PM 22nd			complete	
11	Submit F&SC and Council paper	Tony/Miles/Keith	CoB 22nd	Submission extension sought.		complete	