

Action Plan										
	Objective	Owner	Key contributors	Completion date	Resource issues	Communication issues	Risks	Review date (s)	Period Activity	Status
Objective	Formulate and have commenced implementation of an action plan to deliver agreed objectives	P.Short	TC, CP, Owners	09/02/2007		Update SMT members and other key stakeholders on process being adopted		Weekly at SMT	Plan drafted, discussed, formulated and discussed with key stakeholders. Sub plan owners identified and meetings held, sub plans populated. Plan approved at SMT and actions commenced, regular individual and group meetings held with Sub plan owners. Initia	Completed
Sub objective	Gain approval	P.Short	SMT, HR team	26/02/2007				Weekly, each Monday	Discussed at SMT and approved as process and for wider circulation to key stakeholders	Completed
Milestone	Produce draft	P.Short		19/01/2007						Completed
Milestone	Agree draft	P.Short	TC, CP, Owners	22/01/2007						Completed
Milestone	Develop draft	P.Short	TC, CP, Owners	24/01/2007						Completed
Milestone	Presentaion of draft plan to HR team	P.Short	HR team	30/01/2007						Completed
Milestone	Completion of draft master plan	Objective and sub-objective owners		08/02/2007						Completed
Milestone	Presentation of draft plan to SMT	P.Short	SMT members	12/02/2007						Completed
Sub objective	Communicate to key stakeholders	P.Short	LR, TU's HR Group and Area Mgrs.	09/03/2007		Identification of appropriate methods		Weekly, each Monday	Formulated and agree communications plan with LR	Completed
Milestone	Agree communication schedule	P.Short	LR	06/03/2007					Communications plan communicated to key stakeholders and Trades Unions	Completed
Sub objective	Monitor individual elements of overall plan with owners	P.Short	Owners	Ongoing		Ensure key stakeholders kept up to date		As per meeting schedule	Discussions with selection of objective plan "owners"	Ongoing
Sub objective	Update spreadsheet with progress	Objective and sub-objective owners		Weekly by COP Thursday	Francesca Williams to collate entries to master spreadsheet					Ongoing
Milestone	Report on implementation progress	P.Short	HR sub committee and PwC QA	As per completion date of objectives		Ensure key stakeholders kept up to date. Production of summary report and updated spreadsheet, circulated to HR sub committee members		Weekly at SMT, six weekly at HR sub committee	Report tabled for discussion at CFA HR sub committee meeting 4/4	Ongoing