PMs and BEMs workshop 08/02/10 – Action Plans

SHARED INFORMATION

Objective

To provide system(s) to store and share information across SCRA in a managed and secure manner.

Work Plan

	File system (PMs and BEMs) 10 sticky dots	Company database (BEMs) 3 sticky dots
Specification	Done	Done – seeking quotes
Design and Development		Contract expected to take ~ 2 months
Trial and Commissioning		Build expected to take ~ 1 month
Optimisation and Refinement		
Launch	Expected 31/03/10	Expected 31/05/10
Use and Maintenance	Ongoing from launch	Ongoing from launch

Resources

The file system is approximately £400 and the database is expected to be around £5k initially and will require £500 per annum for maintenance. The costs will be shared across all projects.

Ownership

Richard Simpson and Adrian Jickells have developed these systems.

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SKILLS

Objective

Develop the skills of the team. 6 sticky dots

Work Plan

1. Identify needs
2. How do we meet these needs?
   a. Internally – using the skills of other team members, or training provided (usually at no cost to the project) from the host institutions
   b. External courses
3. Identify resources we can use when we do not have a particular skill – use the 'shared information resource to assist

Timescale

Ongoing – Continuing Professional Development 2 sticky dots
The needs of any new staff joining the project should be considered

Resources

Internal – no cost
External – projects' training budgets 1 sticky dot

Ownership

The Director is supportive of the training required in order to maintain a skilled team. Members have a personal responsibility to identify needs and discuss with their line managers/the Director as appropriate.