



Project Progress Report Recruit Training Project Report for the Period: to 23th October 2009

Project Manager: Sue Brown	Project Sponsor: Linda Scott
Circulation: HR Major Projects Board	Date of Issue: 23 rd October 2009

1. Management Summary and RAG Status

RAG Status	Green
------------	-------

Intake one is on schedule to commence on 2 November as planned their first five weeks will be delivered at Tadworth. The first training to be delivered from Camden St will be cohort 18 from 16 November.

2. Project Status

Programme Design: The Programme Designer has completed the first draft of the course and is reviewing content and finalising the lesson plans, the majority of the course content is based on NPIA standards and therefore there should be no problems with course accreditation. The course will be signed off in chunks to meet delivery dates.

City University contract exit: The final date at the University will be Friday 13 November. To date we have had replies from 66% of students across cohort's 14-19 from which 50% of students who have asked to continue with their Foundation Degree. An end of course event has been planned between BTP, City University and City of London for the week of 9 November to thank staff for their commitment over the past three years.

Trainer Accommodation: PSD and Federation have now approved the 'Doctor in the House' accommodation for trainers post the closure of Tadworth. This will now be picked up as part of the transition plan to Holloway Road.

Student Accommodation: PSD have now responded to the issue of Recruit Officer supervision at the student accommodation. They have raised concerns with not having an on site duty trainer and suggested that a trainer could stay overnight with them for a week at a time on a rota. This will now be discussed with Federation, L&D and PSD for resolution.

Interim Training Rooms: The PDU will be converted into the training rooms on the 27 October rather than previously planned on 26 October. The Quality Assurance team will move to Parnell House after 20 November.



Project Progress Report

Recruit Training Project

Report for the Period: to 23th October 2009

3. Variations Against Plan

The following table provides a summary of all variations against key planned activities, milestones and deliverables.

Planned Activity/Milestone/deliverable	Completion Date in Project Plan	Current Estimated Completion Date	Explanation of any variance
PDU workstream			
Agree roles & responsibilities	End June	July 17	COMPLETE
Fill L&D RDC / PDO posts	End of June	September	Delayed – there are now vacancies on LU Area to be filled
Interim SLA agreed	End June	July 18	COMPLETE
Plan recruit / PDO allocation during transition	July 24	July 24	COMPLETE
Schedule PDO training courses for officers	End Sept	End Sept	COMPLETE
PDU reallocated to Areas	27 July	27 July	COMPLETE from cohort 18- learning 1
Draft UPOP SOP in place	7 August	7 August	With Federation / HR Policy to QA
Programme Design			
Consultation & Design Process	17 September	17 September	COMPLETE
Programme SOP	End Oct	End Oct	On schedule
Brief / Train the trainers	End Oct	End Oct	On schedule
Intake 1 start of new Recruit Training programme	2 November	2 November	On schedule – can't move end date
University Exit			
Agree Exit Plan with University	11 August	11 August	COMPLETE
Exit date	15 November	15 November	On schedule
Student Accommodation			
CoLP Section House – agree terms	End July	End July	COMPLETE
Move to new accommodation	14 September 2009	14 September 2009	COMPLETE
Move to new Accommodation details TBC	End March 2010	End March 2010	Dependant on decisions outside of this project

4. Risks and Issues for Attention of HR Major Projects Board

Major Risks

- Insufficient training rooms available at FHQ during the transition that will require outsourcing at additional cost.



5. Planned Activities for Next Period

- Refit Camden St accommodation to deliver training
- Finalise the number of students who wish to complete their Foundation status
- Exit from City of London University premises
- Agree terms to formally dissolve the tripartite partnership
- Intake one commences their training – 2 November
- Training delivery from Camden St – 16 November