APPENDIX C

British Transport Police

Project Progress Report
Recruit Training Project
Report for the Period: to 13th January 2010

Project Manager: Sue Brown	Project Sponsor: Linda Scott
Circulation: HR Major Projects Board	Date of Issue: 13 January 2010

1. Management Summary and RAG Status

RAG Status	Green

The delivery of Recruit Officer Training is now fully in-house and the project will complete on 25 January once the last cohort completes that last PDU phase. All that remains to be complete is to agree the final invoicing between BTP and City University and sign the termination contract between BTP, CoLP and City Uni.

2. Project Status

All previous workstreams have been closed, the remaining open streams are as follows:

City University contract exit: Comments from BTP and CoLP have been submitted to the University for consideration, and we await the next draft for agreement. At this stage there are no contentious issues in the contract.

Budget: A total of 140 out of 183 Recruit Officers have asked to complete their year two Foundation Studies, the final invoicing between BTP and City of London is being agreed.

End of Project: The project will formally close on 25 January, the end of project review will be drafted and circulated to the February Major Projects Board for discussion.

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	COMPLETE
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	COMPLTE
PDU reallocated to Areas	27 July	27 July	COMPLETE
UPOP / SOP in place	7 August	End December	HR Policy to QA prior to full consultation
Programme Design			
Consultation & Design Process	17 September	17 September	COMPLETE
Programme SOP	End Oct	End Oct	COMPLETE
Brief / Train the trainers	End Oct	End Oct	COMPLETE
Intake 1 start of new Recruit Training programme	2 November	2 November	COMPLETE

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Planned Activity/Milestone/deliverable	Completion Date in Project Plan	Current Estimated Completion Date	Explanation of any variance
University Exit			
Agree Exit Plan with University	11 August	11 August	COMPLETE
Exit date	15 November	15 November	COMPLETE
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	CLOSED and moved to L&D Transformation. Dependant on decisions outside of this project

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

Major Risks

There are no major risks or outstanding issues that remain unresolved in the project.

5. Planned Activities for Next Period

- Agree terms to formally dissolve the tripartite partnership
- Finalise the closing statement of accounts with the University