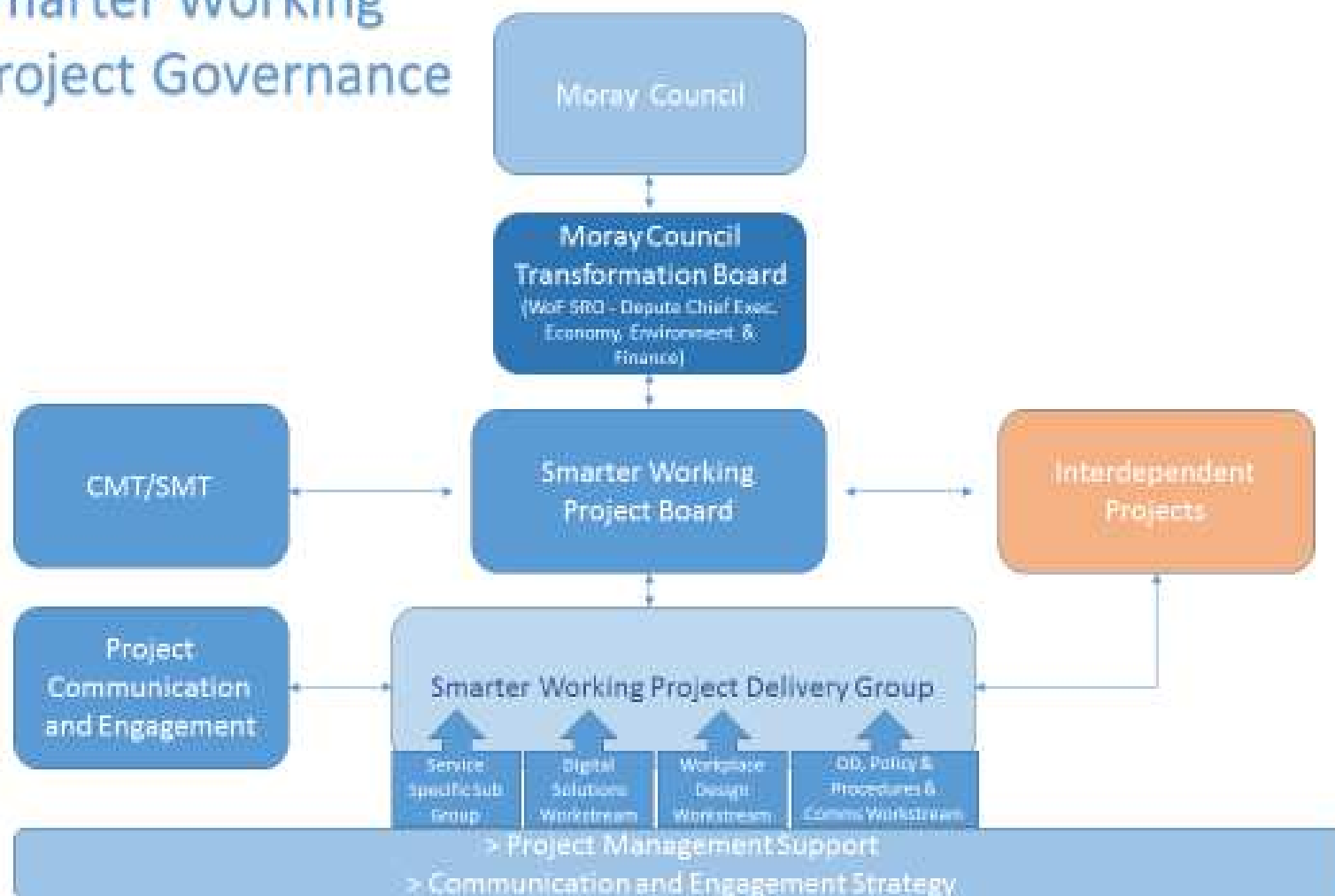


Smarter Working Project Governance



Group	Purpose	Representing	Member
Moray Council	Approve strategic objectives, scope and principles of project		
Project Sponsor	To lead project for Council. Member of the Transforming Programme Board.	CMT	Rhona Gunn
Workplaces of the future Board (Previously Smarter Working Group)	<ol style="list-style-type: none"> 1. Managing the delivery of Future Workplaces project for the Council 2. Own the project plan 3. Represent the future users and providers of the project – agree and establish the quality standards 4. Maintain strategic alignment of project with organisation strategy 5. Resolve conflict 6. Manage: Risks/Assumptions/Dependencies/ Issues / Changes 7. Sign off – new ways of working 8. Benefit realisation 9. Quality assurance 10. Compliance with TMC “Gateway Policy” 	<p>H&PS</p> <p>OD</p> <p>ICT</p> <p>Project</p> <p>Services</p>	<p>Edward Thomas, Neil Strachan</p> <p>Frances Garrow, Katrina McGillvray</p> <p>David McKay, Graham Cooper</p> <p>Jeanette Netherwood</p> <p>Heads of Service</p>
Workplaces of the future Delivery Group	<ol style="list-style-type: none"> 1. Develop and manage the project plan 2. Day to day management of the project 3. Ensure delivery of new ways of working 4. Monitor Progress 5. Manage RADIC 6. Manage Service and Project Resources 7. Report to Project Board 	<p>Property</p> <p>Climate Change</p> <p>ICT</p> <p>HR & OD</p> <p>Communications</p>	<p>Geoff Newell / Kevin Black</p> <p>Rod Lovie</p> <p>Tbd</p> <p>Tbd</p>

	8. Map Benefits		
Engagement Group	Representatives of services, and types of service, to help design the principles, standards and approach for implementation	All types of service delivery and services	Tbd
Hybrid Working Champions			
Workplaces of the future	<i>Specific topic groups to progress elements of the plan</i>		
Delivery sub groups	Communication and Engagement planning group	Communications HR/OD Climate Change Project	Kirsty Craig Katrina McGillivray Sophie Ward Jeanette Netherwood
	Others tbd		
Service implementation	<ol style="list-style-type: none"> 1. There will be a requirement for significant service input to identifying the needs, defining any the new processes required, managing the transition and deliver the benefits. 2. Service managers will be supported by specialist staff (ie OD team, ICT, Property, climate change) 3. Service managers will have responsibility for implementation of the agreed principles and standards within the Service 4. Assist in the identification of need, type and facilitate implementation of training 	All types of service delivery	<p>Nominated Core Contact for co-ordination</p> <p>(by HoS)</p> <p>Hybrid working champion from service</p> <p>Service managers</p> <p>Project implementation team</p>

	<p>5. Identify other opportunities not included in the business case</p> <p>6. Develop operational plans, policies and procedures and KPIs for their services.</p>		
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