

Appendix A

School Services Review			Project DIRECTOR	Joanna Anderson	
Wards affected: All			Project MANAGER	Nazia Idries	
	Timeline	Budget	Issues & Risks	OVERALL STATUS	Date of update report
Current period	GREEN	GREEN	AMBER	AMBER	26/11/2013
<i>Previous month</i>	GREEN	AMBER	AMBER	AMBER	12/09/2013
Project start date:	02/04/2012		Anticipated Project end date:	30/09/2013	
<p style="text-align: center;">0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%</p>					
Has this highlight report been agreed and authorised by the Project Sponsor? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
Key activities completed / milestones achieved in this period:					
<ol style="list-style-type: none"> 1. Acute project timetable was met by SBC education services being successfully outsourced to Cambridge Education (Mott MacDonald). 2. The contract to transfer educational services to Cambridge Education (Mott MacDonald) was completed on 27 September 2013. The new contract began on Monday 30 September. 3. A joint staff briefing was held for staff prior to transfer where the Chief Executive thanked staff and MML welcomed staff. 					
Key activities / milestones scheduled for next period:					
<ol style="list-style-type: none"> 1. Ensure completion of actions for the transition period by relevant leads from SBC and Cambridge Education. 2. SBC and MML have set up strategic and operational partnership governance boards. 3. SBC Project team will be undertaking 'Lessons learnt' exercise to inform SBC projects going forward. 					
Key issues of risk / obstacles to progress :					
<ol style="list-style-type: none"> 1. Communication - ensure consistent internal and/or external and with staff and schools. 2. Delivery phase – ensure transition period agreed actions can be met within the agreed time period. 					
Recommendations for CMT:					
<ol style="list-style-type: none"> 1. To note level of progress achieved and risks identified. 					