



# Project Initiation Document

FCTU Network Management  
Implementation Project

Sue Gillingwater  
Version 0.3

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# PROJECT INITIATION DOCUMENT

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## 1. DOCUMENT HISTORY

### a. Control Details:

**Project Name:** FCTU Network Management Implementation Project.

**Author:** Sue Gillingwater, FCTU Network Manager.

**File Name:** FCTU Network Management Implementation Project (PID).doc.

### b. Document History:

<b>Version:</b>	<b>Summary of Changes:</b>	<b>Author:</b>	<b>Date:</b>
V 0.1	Initial Draft	Sue Gillingwater	13/05/08
V 0.2	Draft for Council	Sue Gillingwater	23/06/08
V 0.3	Revised Draft - Date Change to Council Mtg	Sue Gillingwater	8/08/08

### c. Document Sign-off:

<b>Date:</b>	<b>Name:</b>	<b>Title:</b>	<b>Current Version:</b>
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## 2. BACKGROUND

At its meeting held in February 2008 Council endorsed seven recommendations submitted in paper NOC Support Review (FCTU 02/08). The paper examined and presented findings on improving the management and support that can be provided to the NOCs, and what could be done to strengthen the structure responsible for handling devolved issues on behalf of the joint unions.

This Project Initiation Document (PID) defines the Project and forms the basis of its management. It will record information against which the success of the Project will be judged. The PID is the document which the Senior Reporting Officer (SRO), on behalf of the Core Group, will initially assess in order to authorise the start of the Project and later use to monitor progress, issues and ongoing viability.

## 3. PROJECT DEFINITION

This project will take forward the work streams needed to implement those recommendations.

## 4. PROJECT SCOPE

The following details the key objectives identified:

### 1. Resources:

- a. To provide committee representatives with the necessary tools so that they can comfortably balance their union work against their FC core work role.
- b. To raise the awareness of FC managers as to the existence of a GB negotiated facility time agreement and their responsibility in complying with its content.

### 2. Role and Remit:

- a. To ensure that all key roles within the committee are clearly defined so that members fully understand their responsibilities.
- b. To review and update the constitution and related information for committees so that comprehensive guidance and detail is available for both new and existing Committee members.
- c. To develop and implement a strong management function that will manage the FCTU network, allowing the committees the capacity to develop and to concentrate resources on joint union issues.

### 3. Training:

- a. To provide a co-ordinated training programme for key committee post holders.

### 4. Communication:

- a. To develop and implement a communication strategy for each committee.

## 5. DEFINED METHOD OF APPROACH

The most appropriate methods of approach to use to ensure that the objectives detailed in section 4 are achieved have been defined as follows:

Objective	Method of Approach
1a	<ul style="list-style-type: none"><li>• Review and modify existing agreement through consultation and negotiation processes with members and managers.</li><li>• Release any new agreement using FCTU communication channels and publish document on the website.</li></ul>
1b	<ul style="list-style-type: none"><li>• Review and modify existing literature through consultation and negotiation processes with members and key FCTU committees (Core Group &amp; Council).</li><li>• Release new literature using FCTU communication channels and publish document on the website.</li></ul>
2a	<ul style="list-style-type: none"><li>• Review in conjunction with key post holders of each committee and FCTU stakeholders existing criteria and submit proposals for discussion/approval by Core Group or Council.</li><li>• Implement and manage changes by communicating on a one to one basis with each post holder.</li></ul>

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- 2b
  - Review existing constitutions through discussion and consultation with key stakeholders, committees and Council.
- 2c
  - Through discussion with key post holders in the committees and key stakeholders, start from scratch to develop and put into place processes and systems in both the FCTU office and individual committees that will enable the FCTU office to manage the FCTU network.
- 3a
  - Having identified key competencies for key posts as a work stream in section 2a, hold personal discussions with key committee post holders to identify each individual's training needs.
- 4a
  - Through discussion with key committee post holders and stakeholders design a communication strategy framework that can be used by all committees.

## 6. PROJECT KEY DELIVERABLES.

The following details the scope of the project and the key deliverables identified:

Deliverables – Roles and Remit:		Completion Timescales
Rename Function	Communicate new name to FCTU Committees.	July 2008
“	Communicate new name to members and reps.	July 2008
“	Modify/Change Documentation, files and web pages.	July 2008
Role & Remit of FCTU Committees	Review existing master Constitution.	July 2008
“	Define role and remit of the FCTU Committees.	July 2008
“	Consultation Process to obtain views of lead reps & FCTU Committees. Agree Content.	August/September 2008
“	Council approval of new constitutions.	November 2008
“	Publish new constitutions and issue to FCTU Committees.	November 2008
Key Post Holder Roles & Remit	Identify key competencies for FCTU Committee roles.	July 2008
“	Carry out meetings to discuss roles and remit with key post holders.	July/August 2008
“	Define role and remit of the FCTU Key	July 2008

post holders.

“	Consultation Process to agree Roles and remit with Lead reps.	September 2008
“	Council approval of new remits and roles.	November 2008
“	Release documentation for inclusion to FJP's.	November 2008
“	Communicate Roles and Remit to members and lead reps.	November 2008

**Deliverables – Resources**

Facility Time Agreement	Modify/change existing agreement to include changes to roles.	August 2008
“	Consultation Process to obtain views of Lead Reps.	September 2008
“	Advise Core Group and Council of proposed changes.	September 2008
“	Consultation and negotiation process with HR.	September/October 2008
“	Executive Board approval.	October 2008
“	Communicate to members and reps.	October/November 2008
Guidance for Managers	Modify/change existing guidance to reflect changes to the Facility Time Agreement.	November 2008
“	Consultation Process to agree content with Lead Reps.	November/December 2008
“	Publish new guidance to reps, members and FC management.	December 2008
Admin Processes	Review and identify needs of the FCTU office and committees.	November/January 2009
“	Implement processes.	January/February 2009
“	Test Processes.	February 2009

**Deliverables – Training:**

Training Needs Analysis	Hold one to one meetings with key committee post holders to identify	February/April 2009
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	training needs.	
“	Gather results for analysis.	April 2009
“	Identify suitable training solutions and costs.	February/March 2009
“	Obtain approval for training programme.	April/May 2009
“	Co-ordinate training programme.	May 2009 Onwards

### **Deliverables – Communication:**

Common Strategy for Regional Committees	Develop a master communication strategy for FCTU Committees.	May/June2009
“	Consultation process – obtain views of Lead Reps & Committees.	June/July 2009
“	Council / Core Group approval of proposed strategy.	July 2009
“	Modify/change existing guidance to reflect needs of each Committee.	July 2009
“	Implement Strategy .	July/August 2009
“	Develop Communication documents.	August/September 2009

### **Deliverables – Post Implementation Review:**

Progress Reports	Review project delivery.	At the end of each month.
Project Completion		October 2009
Project Signed Off		October 2009

**7. CONSTRAINTS.**

Constraints listed below should be addressed as part of this project:

- Consultation Periods.
- Pre- scheduled meeting dates for Core Group and Council.
- FC core work.
- Part time working of Project Manager.
- Annual staff holidays.
- Financial costs for travel/training.
- Identified dependencies.

**8. STAKEHOLDER ANALYSIS.**

The table sets out the roles and responsibilities of various people in delivering this project. It splits the tasks into four participatory responsibility types:

- Responsible** Those who do work to achieve the task.
- Accountable** The person answerable for the correct and thorough completion of the task.
- Consulted** Those whose opinions are sought. Two-way communication.
- Informed** Those who are kept up-to-date on progress. One way communication.

	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
<u><a href="#">Roles and Remits:</a></u>				
Rename Function: <ul style="list-style-type: none"> <li>• Communicate changes.</li> <li>• Modify/change documentation, files and web pages.</li> </ul>	Edward Sue Sam	Sue	Council FCTU Committees	Council Core Group Reps Members GEC/BEC /FWNOC
Roles & Remits of the Committees: <ul style="list-style-type: none"> <li>• Define role and remit of the FCTU Committees.</li> <li>• Consult and gather feedback</li> <li>• Analyse feedback.</li> <li>• Modify/change constitutions.</li> <li>• Approval of new constitutions</li> <li>• Communicate Changes.</li> </ul>	Sue Sam FCTU Committees	Sue	Committees Lead Reps Edward Robert Core Group	Council Reps Members GEC/BEC /FWNOC FC Staff

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	Responsible	Accountable	Consulted	Informed
<u>Roles and Remits Continued.</u>				
Roles & Remits of Key Committee Post Holders. <ul style="list-style-type: none"> <li>Identify Key Competencies for roles.</li> <li>Consult and gather feedback</li> <li>Analyse Feedback.</li> <li>Modify/change roles &amp; remits.</li> <li>Approval of new roles.</li> <li>Communicate Changes.</li> </ul>	Sue Sam Edward Key post - holders	Sue	Key post - holders Edward Robert Allan Core Group Lead Reps	Council Reps Members GEC/BEC /FWNOC. Managers
<u>Resources:</u>				
Facility Time Agreement: <ul style="list-style-type: none"> <li>Update Agreement.</li> <li>Consult and gather Feedback.</li> <li>Analyse Feedback.</li> <li>Modify/Change Facility Time Agreement.</li> <li>Consult with Management.</li> <li>Approval of new constitutions.</li> <li>Communicate Changes.</li> </ul>	Edward Sue Robert Sam	Sue	Reps FCTU Committees HR Lead Reps Core Group GEC/BEC & FWNOC	Council Executive Board FC Regional Directors & Management
Guidance for Managers: <ul style="list-style-type: none"> <li>Modify/Change Guidance to incorporate any changes or modifications made to the Facility Time Agreement.</li> <li>Communicate changes and publish agreed new literature.</li> </ul>	Edward Sue Robert Sam	Sue	Reps FCTU Committees Lead Reps Core Group GEC/BEC & FWNOC	Council Reps Members Managers
<u>Training:</u>				
<ul style="list-style-type: none"> <li>Identify needs of Key Committee post holders.</li> <li>Analyse feedback from Key Post Holders.</li> <li>Develop a Training Needs Analysis.</li> <li>Approval of training programme.</li> <li>Identify suitable training solutions and costs.</li> <li>Co-ordinate agreed training programme.</li> </ul>	Sue Edward Robert Sam Key post - holders	Sue	L&D HR	FCTU Committees Core Group Council

	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
<u>Communication:</u>				
Develop a master communication strategy for FCTU Committees: <ul style="list-style-type: none"> <li>• Consult and gather Feedback.</li> <li>• Analyse Feedback.</li> <li>• Approval of proposed strategy.</li> <li>• Implement Strategy.</li> <li>• Develop Communication documents.</li> </ul>	Sue Sam Key post – holders Edward	Sue	FCTU Committees Edward	Council Core Group Reps Members GEC/BEC /FWNOC
<u>Admin Processes:</u>				
<ul style="list-style-type: none"> <li>• Identify needs of the FCTU office and committees.</li> <li>• Implement processes.</li> <li>• Test Processes.</li> </ul>	Sue Sam FCTU Committees	Sue	Edward	Council Core Group
<u>Post Implementation Review:</u>				
<ul style="list-style-type: none"> <li>• Review project delivery.</li> <li>• Project Signed Off.</li> </ul>	Sue Edward	Edward		Council Core Group FCTU Committees

**9. ASSUMPTIONS.**

This project initiation document has been compiled with the assumptions that:

- All key posts have been filled as part of the 2008 election process.
- All FCTU office staff continue to work in their current posts.
- Consultation dates are adhered to.
- Timely decisions are made.
- Timely meetings are arranged and attended.
- No significant change to ongoing workloads.

**10. PROJECT APPOINTMENTS.**

<b>Project Role</b>	<b>Person Appointed</b>
Senior Responsible Officer	Edward Shephard
Project Manager	Sue Gillingwater

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### 11. IMPLEMENTATION MILESTONES.

The following high-level milestones have been identified in relation to the initial phase of the project.

- Submission of Project Initiation Document to Council - 25/6/2008.
- Submission of Progress Report to Council - 12/11/2008.

### 12. PROJECT CONTROLS.

Following agreement of this document by the FCTU Council, it will form the basis of the key deliverables and control of the project scope. It will then act as a control document throughout the project and form a key part of a post implementation review process at the end phase of the project.

In the event that additional requirements or services are required over and above what is agreed in the document a revised version incorporating changes will be raised for approval.