

Diane Bowman

From: David Newall
Sent: 04 October 2009 15:35
To: Christine Lowther
Subject: RE: Business Transformation Steering Group

I'm happy with this remit, Christine. Thank you.

David

David Newall
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University of Glasgow, Charity No SC004401

From: Christine Lowther
Sent: 04 October 2009 13:09
To: David Newall
Subject: Business Transformation Steering Group

David,

Assuming we are able to have a brief meeting of Group after Board, I have drafted a paper on remit. Can you let me know if you are happy with it.

Christine

Student Lifecycle Project

Business Transformation Steering Group

Proposed Membership:

David Newall (Convenor); Paul Hagan; Neal Juster; Andrea Nolan; Sandy Macdonald; Christine Lowther; Ann Don (Change Manager); David Tedman (HR)

Proposed Remit as set out in the Change Management Strategy document:

The Business Transformation Steering Group (a sub-group of the Project Board) has a key role to play in overseeing the change management activity across the University, providing specific guidance and expertise on matters outside of the direct scope of the project (e.g. wider organisational change, HR, Finance) and supporting the adoption of change.

The role of the Steering Group is to:

- Ensure the wider impact of change is assessed and the environment is prepared
- Lead the development of the Business as Usual (BAU) model
- Lead activity to establish the BAU model
- Assist in the promotion and communication of change
- Oversee the implementation of approved changes
- Ensure that resources and plans are in place for any new projects required as a result of an approved change
- Progress change requirements outside of project control

Proposed method of operating

As the project progresses the focus on change management and business transformation will increase and the role of the BTSG will necessitate regular meetings. It is proposed that meetings are held monthly and take place immediately after the monthly Project Board meeting. The Project Board meeting will focus on the overall progress of the project with the BTSG focussing specifically on business transformation. This will include responsibility for project risks and issues relating to change management.