## Progress Description:

The Morecambe Bay Investigation Programme (Kirkup) continues to make progress according to plan. The focus of the programme remains on delivery and monitoring of projects and to ensure good communication processes are maintained to projects group and Sub-committee.

## Key Actions since last report/ Milestones achieved:

- Ongoing fortnightly KRIG and project leads meeting occurred
- Action plans for all projects monitored, maintained and updated
- All project Highlight reports received centrally
- Single Version Report produced
- Communicated progress to the MBI Subcommittee and Trust Board
- Review of project risk register
- Evidence continues to be uploaded to central electronic repository
- PMO starting stage 1 assurance checks in progress
- PMO liaising with MIAA to provide assurance
- Partnership project action plan fully developed
- Partnership project now reporting monthly using highlight report
- Report produced for Sub-committee on September deadlines
- Report produced on Learning not blaming for sub committee
- Assurance and Evidence report produced for Sub committee

## Milestones not achieved in planned timeframe and rationale

None

## Actions to be completed in next reporting month

- Develop KPI for project
- Ongoing Monthly Actions
- Direct, coordinate and administrate fortnightly KRIG and project leads meeting
- Direct, coordinate and administrate monthly MBI meeting and communicate progress to the MBI Subcommittee
- Monitor, maintain and updated all projects action plan
- Co-ordinate central management of Highlight reports received
- Produce monthly Single Version Report
- Monthly review and revision of project risk register
- Ensure good communication between project leads, Subcommittee, Board of directors etc.

## Issues Log:

<table>
<thead>
<tr>
<th>Description</th>
<th>Mitigating Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

## Top Project Risks:

<table>
<thead>
<tr>
<th>Description</th>
<th>Mitigating Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inability to provide assurance and evidence of the improvements in place and the outcomes achieved.</td>
<td>Evidence provided as actions completed. Internal assurance process agreed. Sub-committee to agree external assurance process. PMO producing a report for Sub-committee on 6 November 2015. NHS England produced own assurance framework</td>
</tr>
</tbody>
</table>

## Outcomes:

<table>
<thead>
<tr>
<th>A structured programme management and project approach is to be used to:</th>
<th>Changes to plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
# Monthly Progress and Highlight Report

<table>
<thead>
<tr>
<th>Month</th>
<th>October 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Lead</td>
<td>Tina Turner</td>
</tr>
<tr>
<td>Name of Project Group</td>
<td>Kirkup Programme</td>
</tr>
<tr>
<td>Project Sponsor</td>
<td>David Walker</td>
</tr>
</tbody>
</table>

1. Facilitate a consistent approach to planning and delivery across the Kirkup project
2. Provide accurate and timely communication of project progress
3. Enhance individual visibility, transparency and focus
4. Assist with scoping and development of project plans
5. Strengthen accountability by challenging progress on individual projects