



Council's Economic Strategy Refresh

Project Initiation Document

Version 1.1

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2. Introduction

2.1 Purpose of Document

The purpose of this Project Initiation Document (PID) is to:

- a) To set out the aims, objectives and outcomes of the project.
- b) To define the scope of the project.
- c) Set out the workstreams, key stages, activities, resources and responsibilities
- d) Set out the arrangements for governance and management of risks, issues and dependencies.

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3.3 Method of Approach

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(OWG)

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3.5 Project Team – Roles and Responsibilities

| Role | Resource | Responsibility |
|---------------------|--|---|
| SRO/Project Manager | Staff time - officers and admin resource | <p>Overall management and first point of contact.</p> <p>To operationally manage the project, co-ordinating and delivery of all project products.</p> <p>Ongoing project planning and management.</p> <p>Six weekly highlight reports to ELT for consideration and feedback.</p> <p>Policy Lead and committee reports as appropriate throughout 2023.</p> <p>To operate the governance framework, including management of benefits, stakeholders, risks and issues, resources, quality, planning and control.</p> <p>Develop and issue work packages.</p> |

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Deliverable

Initiated

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5. Risk Log

| Ref | Risk | Area of Risk | Inherent risk Impact (1-3) | Inherent risk Probability (1-3) | Inherent Risk per matrix (1-9) | Risk Mitigation Procedures/Controls in place | Residual risk Impact (1-3) | Residual risk Probability (1-3) | Residual Risk per Matrix (1-9) | Actions Planned |
|-----|-----------|--|----------------------------|---------------------------------|--------------------------------|--|----------------------------|---------------------------------|--------------------------------|--|
| 1 | Delivery | Significant slippage in timescales and stages. | 2 | 3 | 6 | Working Group (OWG) Inaugural meeting on 4 th May discussed the terms of reference, future meetings, governance framework agreed at ELT, required third party support and reinvigoration of the Argyll Economic Resilience Forum to become the Industry Advisory Forum. | 2 | 1 | 2 | OWG has put in place a clear terms of reference (inc. governance framework see section 3.5) and a programme of meetings throughout 2023 to ensure that a refreshed Economic Strategy and associated Action Plan is finalised for delivery from early 2024 to 2029. |
| 2 | Financial | Securing a budget to take forward required external support. | 2 | 3 | 6 | Discussed at OWG on 4 th May 2023. | 2 | 1 | 2 | A detailed budget plan will be prepared and submitted in due course |

6. Key Stakeholders

6.1 Communications and Community Engagement

Communications/engagement will be managed by the OWG in close TBT1G in cl in cl in cl in

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9.2 Configuration Management