

1. Creating the Project Team

1. Introduction

Modern and Flexible working is about the whole team deciding to embrace a new way of working. Involving the team from the outset helps to establish commitment, ownership and drive to make a change. However, you may also require additional help and support from other specialist teams to move your project forward. Utilising experience from other successful MFW projects, we've highlighted some other areas of expertise that you may wish to consider.

2. Project team

A mix of the following roles might prove beneficial on the project team.

Possible project team membership	Notes
<i>Team membership</i>	<i>Manager important to drive the change and make it happen. Team representatives to ensure team are actively part of the change process.</i>
<i>Union representation</i>	<i>Proactively working with the unions will ensure staff and managers feel supported.</i>
<i>Project Management & project support</i>	<i>If a dedicated Project Manager or project office support is required.</i>
<i>Change Management</i>	<i>Prepare managers and teams for change. Cultural change is critical and should not be underestimated.</i>
<i>Business Process Improvement</i>	<i>If existing business processes require review and new processes are to be set up.</i>
<i>Audit and Risk Management</i>	<i>Advice on risk management and contribution to change agenda to ensure it meets expected standards.</i>
<i>HR</i>	<i>Advise on HR aspects of change and work life balance.</i>
<i>Finance</i>	<i>Advice in creating costed business case and obtaining funding. Assistance handling project budget.</i>
<i>ICT</i>	<i>Advice on technological solution that best meets business requirements. Set up of infrastructure. Advice on</i>

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	<i>equipment. Advice and guidance on data security.</i>
<i>IT Training</i>	<i>Delivery of ICT training – hardware or software.</i>
<i>H&S</i>	<i>Advice and guidance on H&S related issues.</i>
<i>Records Management</i>	<i>Information management & governance advice. Do you have paper records that need to be revisited – or possible that you wish to introduce electronic records & document management solution?</i>
<i>Facilities Management</i>	<i>Ensuring that the Accommodation Standards are followed and that office space is planned and utilised effectively.</i>
<i>Property Management</i>	<i>Is your project part of a bigger picture to release accommodation space?</i>

Top Tip!

When planning for change, whether small or large scale, it's a good idea to think about what resources are going to be needed and secure these early on. Some of these resources could be in scarce supply which might affect your planned project timescales. Some of the resources might incur daily charges and will need to feature in your costed business case.

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