

From: [McCann, Brendan](#)
To: [Clydesdale, Alison](#)
Cc: [McClellan, Mark](#)
Subject: FW: Project Plan - Status - RHI
Date: 21 June 2016 13:14:43
Attachments: [Project Plan - Status - RHI.docx](#)

Alison,

Draft plan following our discussions last week. Can you please consider with Lucy and add to it as required. I have added a few activities for others based on our conversation, eg an organisational review to cover the structural issues we discussed and a Quality Assurance role for Finance. If you can think of others please insert. Can you please let me have comments as soon as possible but no later than lunchtime on Thursday as I need to issue to Andrew before lunchtime on Friday.

Very happy to discuss further.

Brendan

From: McClellan, Mark
Sent: 20 June 2016 15:54
To: McCann, Brendan
Subject: Project Plan - Status - RHI

Hi Brendan

First draft as discussed (saved in RHI folder on trim)

Cheers,

Mark

Mark McClellan

Corporate Governance, Planning and Equality
Department for the Economy
Waterfront Plaza
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Project Name: Non-Domestic Renewable Heating Incentive		Overall Project Status AMBER / RED		
KEY ACTIVITIES				
Key Implementation Activities	Lead(s)	Planned Dates	RAG Status	Revised Date/ Completed Status
<i>Governance</i>				
Terms of Reference for Steering Group	M. Woods	May 2016	Green	
Risk Register / Issues Log	B. McCann	27 June 2016		
Project Plan	B. McCann	27 June 2016		
<i>RHI Branch / Governance / Internal Audit</i>				
Investigation of Allegations	L. Martin / B. McCann / M. Woods			
Produce Business Case				
Secured Required Approvals				
Appoint Consultants				
Monitor Progress and Agree Draft Report				
<i>Recovery and Correction / RHI Branch</i>				
Response to IA Report	A. Clydesdale / L. Martin			
Develop Revised NI Inspection Programme				
Evaluation of Programme				
- Business Case Benefits				
- Value for Money Study				
Develop New Tariffs for 2017-18 onwards				
Revised Business Case for New Tariffs				
Approval Secured from DFP				
Revised Legislation				
Revisions to Internal Processes and Procedures				

Red = Serious Problem

Amber = Issue(s) but manageable

Green = On target

Liaison with OFGEM on Work Ongoing				
Consideration of State Aid Rules				
Accountability and Casework	I. McFarlane / T. Coyne			
Response to those Charged with Governance				
Preparations for PAC – Briefings Packs, Mocks				
Advice / Assistance Business Cases	V. Reid			
Communications				
Internal – Board / SMT / Audit Committee Updates	L. Martin			
External – Media / Lines to Take	L. Martin / Press Officer			
Organisational Structure	P. Cunningham			
Organisational Review, Resources for Recovery and Future				
Finance	S. McMurray / D. Conliffe			
Managing Monitoring Rounds				
Securing Budgets Required				
Liaison with DFP				
Advice on Cost Proposals				
Quality Assuring Financial Information used in Briefing, Responses, General Communications				
Internal Audit				
Follow up on Issues Identified				
Health Check Process across Department				

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CHANGE CONTROL

Significant changes since previous report:
Additional staff secured.

KEY RISKS REPORT

Key Risks:	RAG Status	Current Activity / Action Required
See Separate Risk Register		

KEY ISSUES REPORT

Key Issues:	Impact
See Separate Issues Log	
Notable Successes/Progress since last Meeting:	

2 Month Forward Look:

1.

Signature: Project Manager:

CHANGE CONTROL DOCUMENTS LOG			
Date	Document	Change Proposed	Date Approved By

CLOSED ACTIVITIES

<u>Key Implementation Activities</u>	<u>Lead(s)</u>	<u>Planned Dates</u>	<u>RAG Status</u>	<u>Revised Date/ Completed Status</u>

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