

Project Title		
Advanced planning workshop		
Project Details		
Pilot has been completed - some amendment required Will be dividing into 2 separate parts (TMP form development and preparing drawings)		
Meeting date	CGG Acceptance	
N/a	YES Priority 1	
Project Leader	Project start date	
Stuart Fraser	Ongoing project	
Project Members	Project Funding	
Stuart Fraser John Boyson Neil Greaves Tony Stella	Estimated budget \$10,000 Budget approved	
Project Phases		Completion Dates
Meet to scope amendments to training material		17 December 2015
Make amendments to piloted material		31 January 2016
Review changes and sign-off for pilot (Tony and Neil to provide feedback to Stuart before the meeting)		11 February
Hold second pilot		2 and 3 March 2016 Review day 4 March 2016
Run 3 advanced planning workshops (Self-funding)		Progressively during the period April 2016 and June 2017