

Monthly Project Status Report Tai Poutini Plan

For the period: 25 March – 30 April 2019

Prepared By: Jo Armstrong
Date Prepared: 30 April 2019

Accomplishments this Period

- Met Mayors, CEs and Planners at all councils
- Project Approach and Project Initiation Documents completed and attached for your comment
- Contacted prospects for senior planner and planning consultant roles
- Identified and contacted 19 key stakeholders and arranging individual meetings for week of 29 April
- Communications plan template started, awaiting communication team member to complete
- Written job descriptions for Principal and Senior planning roles
- Stakeholder Engagement Plan being formulated

Plans for Next Period

- Ongoing contact with key stakeholders
- Complete stakeholder engagement plan following stakeholder meetings
- Advertise planning roles and interview applicants
- Work with HR to shape communication and administration roles
- Continue conversations with prospective planners for the project team
- Meet with Ministry for the Environment Planning Standards staff

Key Issues, Risks & Concerns

Item	Action/Resolution	Responsible	Completion Date
Securing planning and communications staff	Ongoing conversations and formulation of job descriptions	Jo/Mike/Kim	1 July 2019
Not getting key stakeholder buy-in	Contact and meet with them individually. Plan a stakeholder workshop and on-going engagement process	Jo	31 July 2019
Not producing the plan in a timely manner	Set achievable milestones and monitor/report progress. ID additional expertise/capacity	Jo/Planning Team	30 June 2022
Decision makers can't agree	Get agreement on pieces of work prior to plan completion	Rex	On-going

Status

Overall ■ Good start to project. Documentation, reporting, staffing and engagement all underway

Schedule ■ Project Manager employed and project planning underway

Resources	Already some interest in the roles, but recruitment takes time
Scope	Deliver efficient, effective and consistent Tai Poutini Plan

Milestones	Target Completion	Revised Completion	Comments
Complete project initiation documentation	30 April 2019		
Identify and contact key stakeholders	3 May 2019		
Recruit 2 x senior planners 1 communication advisor	30 June 2019		
Contract senior planning consultant	1 July 2019		
Stakeholder workshop	31 July 2019		
Set planning milestones	31 July 2019		
Set up TPP website and communications package	31 August 2019		
Community information meetings	31 August 2019		
Notify Tai Poutini plan	30 June 2022		

Actions required

Read Project Approach and Project Initiation Documents. Comments welcome.