2.0 SUMMARY OF REPORT RECOMMENDATIONS

The Review Team makes the following recommendations which are prioritised using the definitions below:

Ref. No.	Recommendation	Critical / Essential / Recommended
	It is recommended that:	
1	**the roles and responsibilities of the Project Team (Project Review Group) are defined and communicated as appropriate.**	Essential - Do by 1 month
2	**a Resource Plan be developed in time for the project moving forward to its next stage.**	Recommended - Do by April 2013
3	**those documents that exist are updated and monitored regularly.**	Essential - Do by 1 month
4	**appropriate performance management arrangements are put in place to capture all benefits realisation measures.**	Essential - do by 6 months
5	**appropriate contract management and budgetary responsibilities are identified prior to the project proceeding to the construction stage.**	Recommended - Do by April 2013
6	**the [draft] Communications Plan be finalised and there are adequate resources for implementation of this and inter-related projects.**	Essential - Do by 1 month].
7	**the format of the Risk Register be modified to clearly identify priority and progress.**	Essential - Do by 1 month

Critical (Do Now) - To increase the likelihood of a successful outcome it is of the greatest importance that the programme/project should take action immediately.

Essential (Do By) - To increase the likelihood of a successful outcome the programme/project should take action in the near future.

Recommended - The programme/project should benefit from the update of this recommendation.