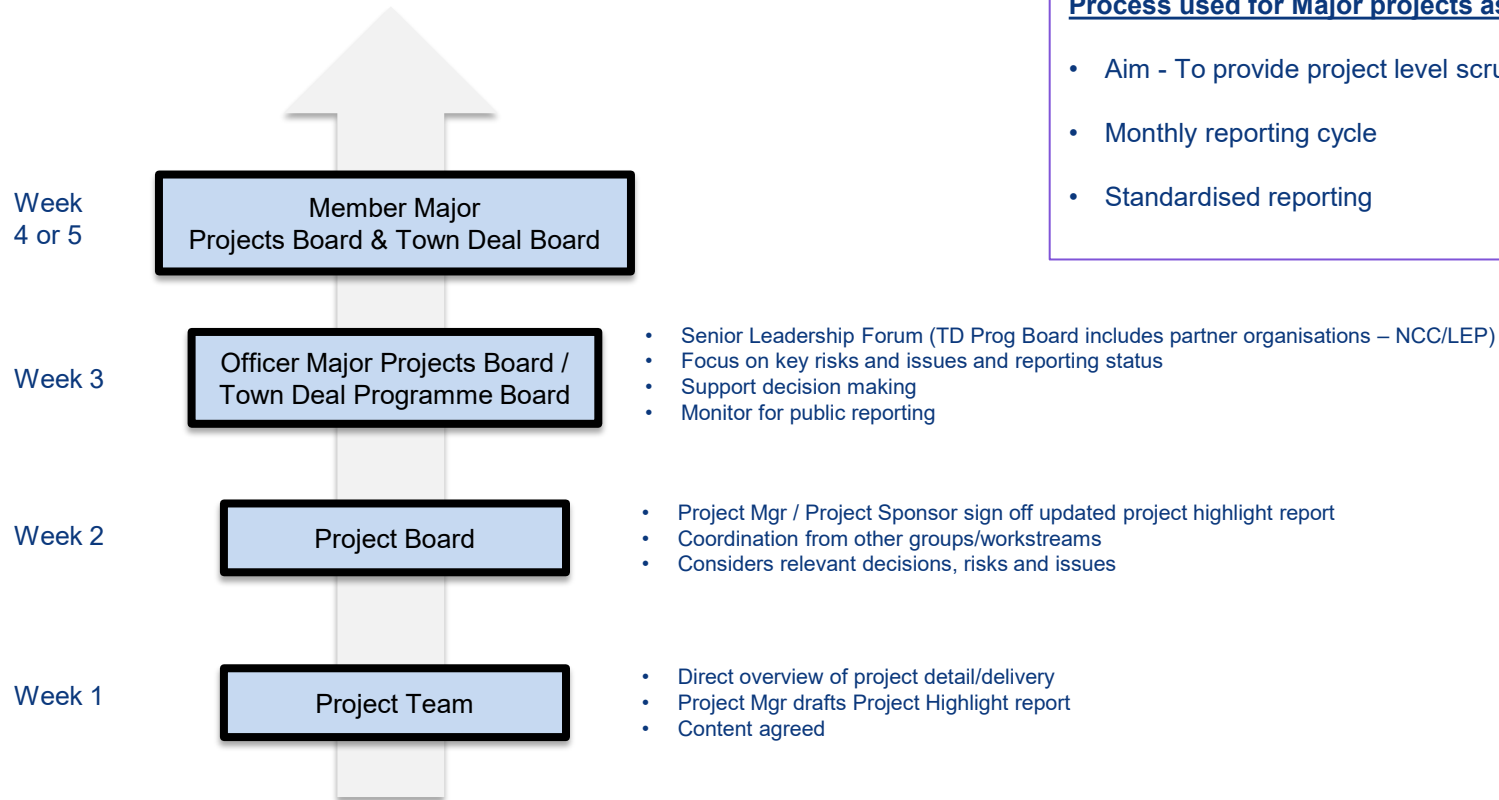# Project Highlight reports - Information flow

Process used for Major projects as designated by Cabinet

- Aim - To provide project level scrutiny and assurance

- Monthly reporting cycle

- Standardised reporting

Week 4 or 5 — Member Major Projects Board & Town Deal Board

Week 3 — Officer Major Projects Board / Town Deal Programme Board
- Senior Leadership Forum (TD Prog Board includes partner organisations – NCC/LEP)
- Focus on key risks and issues and reporting status
- Support decision making
- Monitor for public reporting

Week 2 — Project Board
- Project Mgr / Project Sponsor sign off updated project highlight report
- Coordination from other groups/workstreams
- Considers relevant decisions, risks and issues

Week 1 — Project Team
- Direct overview of project detail/delivery
- Project Mgr drafts Project Highlight report
- Content agreed

Borough Council of
King's Lynn &
West Norfolk