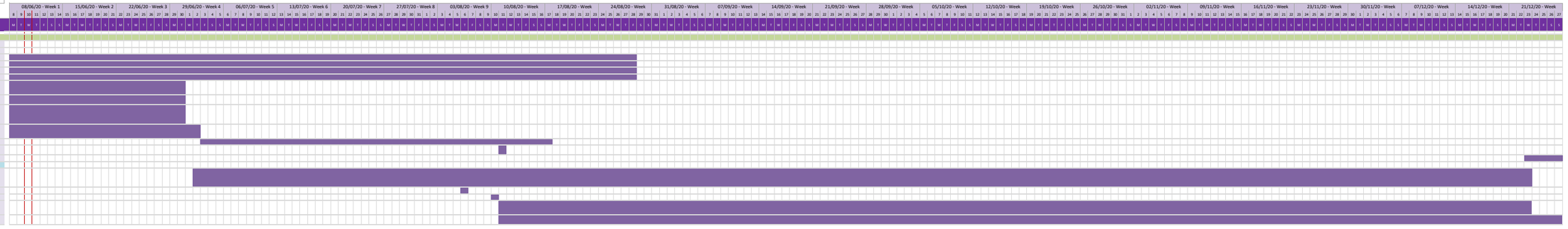
Education and Learning Directorate - Schools Reopening Project

Paul Senior (Project Sponsor)
Lorna Bailey (Project Manager)

Project Start:	08/06/20
Today:	10/06/20
Display Week:	1

Task Stage Outstanding
% Completed

TASK	ASSIGNED TO	START	END
Preparation for reopening of schools			
Project Board established	Project Sponsor	03/06/20	03/06/20
Governance arrangements agreed	Project Board	03/06/20	03/06/20
Weekly Project Board meetings	Project Board	03/06/20	28/08/20
Weekly Sub Group meetings	Sub Group chairs	03/06/20	28/08/20
Weekly Area meetings	Area C&L Managers	03/06/20	28/08/20
Weekly Area consultation meetings	Area C&L Managers	03/06/20	28/08/20
School and settings building environment 'readiness' activity including facility and learner risk assessment and deep cleaning activity commencing	Finlay MacDonald/Head Teachers	08/06/20	30/06/20
School and settings operating/ delivery model and approach for phased reopening	Finlay MacDonald/Head Teachers	08/06/20	30/06/20
Locality/ community 'assurance' engagement meetings and conversations	Project Sponsor, Head of Education, Head Teachers, Area C&L Managers	08/06/20	30/06/20
Schools and Setting risk assessments signed off and test of assurance process (or local equivalent) approved for each setting	Project Sponsor, All Head Teachers	08/06/20	02/07/20
School summer break		03/07/20	17/08/20
Schools and settings reopen with adapted operating model	Head Teachers	11/08/20	11/08/20
School festive break		23/12/20	05/01/21
Monitoring and Reporting			
Continued test of assurance/ continued risk assessment and community engagement	Project Sponsor, Head of Education, Head Teachers, Area C&L Managers	03/07/20	23/12/20
Committee report drafted and ready for release	Project Sponsor	06/08/20	06/08/20
Committee Report to Executive Leadership Team	Project Sponsor	10/08/20	10/08/20
Provision "readiness' and health and safety monitoring	Head Teachers, Finlay MacDonald, Gema Falconer	11/08/20	23/12/20
Assessments of provision capacity to "scale up' number of learners on site, and in classrooms	Head Teachers and FHC key personnel	11/08/20	TBC