

Construction Special Interest Competency Working Group (CONSIG CWG): ACTION TRACKER (14/11/17)

ISSUE RAISED BY:		Item to be actions	OWNERS	Planned Closure Date	STATUS (Open / Closed / Overdue / Ongoing)	CLOSURE DETAILS		
REF	Date Raised	Workstream / Strategy Reference				Details of Closure	Date Closed	NOTES
1	17/05/2017	CWG_01	Mike Buss	12/07/2017	Closed	Reviewed 17/5/17, sent by email for review 8/6/17, and Rev 0.5 update reviewed 12/7/17.	12/07/2017	
2	17/05/2017	CWG_01e	Mike Buss	09/08/2017	Closed	Draft produced by MB and reviewed with CONSIG CWG 12/7/17. Minor changes made 22/7/17 & issued with minutes of meeting 12/7/17.	12/07/2017	
3	17/05/2017	BoCQK / Website	Mike Buss	12/07/2017	Closed	MB met with CQI representative 14/6/17; Feedback provided 12/7/17 to CONSIG CWG.	12/07/2017	CONSIG to maintain their own website and input to Knowledge section of CQI website where appropriate.
4	17/05/2017	CWG_02d	Mike Buss / Tony Hoyle	14/06/2017	Closed	Meeting held 14/6/17	14/06/2017	Feedback provide to CONSIG 12/7/17.
5	17/05/2017	CWG_03a	Mike Buss / Paul Greenwood	14/06/2017	Closed	Requirements reviewed 14/6/17 & summarised.	14/06/2017	Training providers to be reviewed as part of development of training.
6	17/05/2017	CWG_03c	Mike Buss / Karen McDonald	TBC	Ongoing			Supervisors' course prioritised to suit Skansa requirements; Regular liaison continuing as course is developed. 14/11/17: Feedback awaited from CQI
7	17/05/2017	CWG_03b	Mike Buss / Jon Adshead	TBC	Ongoing			Meeting held Tom Barton (GIRI) 27/7/17; Feedback to be provided by those attending GIRI meetings. Rep to attend ConSIG Steering Committee.
8	12/07/2017	CWG_03	Tony Hoyle	09/08/2017	Closed	Tony Hoyle has updated the article tracker	13/09/2017	
9	12/07/2017	CWG_01	Mike Buss	09/08/2017	Open	MB has updated and issued the strategy; CONSIG Steering Committee sign off required.		MB has email strategy for sign off; MB to provide further copy to ConSIG Steering Committee (provided 14/11/17)
10	12/07/2017	CWG_01e	Mike Buss	09/08/2017	Closed	MB updated Member Charter and issued (Rev 1.0)	13/09/2017	

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11	12/07/2017	CWG_01e	Member charter to be added to Linked In Page	Mike Buss	13/12/2017	Open			15/9/17: MB has obtained admin permission and will add Member Charter; 14/11/17: MB to provide introduction as new ConSIG Chair etc.
12	12/07/2017		MB to review role of Shirley Parson with respect to CONSIG CWG	Mike Buss	TBC	Ongoing	Ongoing		
13	12/07/2017		Membership of CONSIG CWG to be reviewed (e.g. Who is member? Who is on the distribution list? Etc.)	Jon Adshead	13/09/2017	Closed	Membership to be reviewed with the Steering Committee	14/11/2017	9/10/17: MB has sent email requesting confirmation who is required to be on distribution list. 14/11/17: List updated further to responses received
14	12/07/2017		Review of CONSIG Linked In to be completed.	Mike Buss	13/12/2017	Closed	Refer to Item 11	13/09/2017	
15	12/07/2017		BoCQK: List of articles to be reviewed including status; Articles to be prioritised as appropriate.	Mike Buss / Tony Hoyle	13/12/2017	Ongoing	Agreed in meeting 9/8 that article list will be updated following meeting 13/9/17 and presentation by Dr. Gregor Harvie. Target close date amended.		11/10/17: Review carried out; Further review to be carried out 15/11/17 (NOTE: Framework to be revised as appropriate so planned close date moved to 13/12/17)
16	12/07/2017		MB to liaise with CONSIG regarding possibility for conferencing facilities.	Mike Buss	09/08/2017	Closed	Conferencing facilities utilised for meeting 9/8/17	09/08/2017	Refer to action 26
17	12/07/2017		TH to issue latest information for BoCQK article listing. MB to issue to relevant persons.	Tony Hoyle / Mike Buss	09/08/2017	Closed	List has been issued by TH. A copy of the latest list provided for meeting 9/8/17.	09/08/2017	
18	12/07/2017		MB to invite Dr. Gregor Harvie to attend the CONSIG CWG meeting to hold a workshop to review how the CONSIG CWG may publish articles on the Designing Buildings website.	Mike Buss	13/09/2017	Closed	Invitation sent and accepted.	13/09/2017	MB has confirmed Dr. Harvie availability for 13/9/17 and sent an invitation.
19	12/07/2017		The author guidance for articles is to be reviewed and an updated guidance document drafted for review at CONSIG CWG meeting 9/8/17. Author guidance to be further updated following meeting 13/9/17.	Tony Hoyle	15/11/2017	Open	Agreed in meeting 9/8 that author guidance will be updated following meeting 13/9/17 and presentation by Dr. Gregor Harvie. Target close date amended.		Agreed in meeting 13/9/17 Tony Hoyle to finalise draft. 11/10/17: MB / TH reviewed draft. TH to revise following discussion. Close date amended to 15/11/17
20	12/07/2017		Construction delivery model which forms basis of BoCQK to be reviewed as part of update for CONSIG CWG website.	Mike Buss	13/09/2017	Closed	Model agreed during meeting 9/8/17	09/08/2017	
21	12/07/2017		Current status of membership to be reviewed by the CONSIG Steering Committee (e.g. who is a member, who needs to be on the distribution list etc.)	Steering Committee	13/09/2017	Closed	Repeat: Refer to Item 13	13/09/2017	

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22	12/07/2017		Mike Buss	09/08/2017	Closed	Refer to Item 26	09/08/2017	
23	12/07/2017		Steering Committee	11/10/2017	Closed	Copy of 5 year strategy has been requested by MB	11/10/2017	13/9/17: copy obtained & agenda item for 11/10/17
24	09/08/2017		Mike Buss	11/10/2017	Closed	MB & Karen McDonald met with CQI 15/9/17		
25	09/08/2017		Mike Buss	13/09/2017	Closed	Member charter updated to Rev 2.0		
26	09/08/2017		Mike Buss	13/09/2017	Closed	MB & Karen McDonald have trialled Skype for Business; Email sent advising that option is available	15/09/2017	
27	09/08/2017		Simon Ellis	13/09/2017	Open	Karen McDonald to review		10/11/17: MB to resend information to Eric Loh to obtain feedback (sent 14/11/17).
28	09/08/2017		Mike Buss	TBC	Ongoing			
29	09/08/2017		Mike Buss / Tony Hoyle	13/09/2017	Closed	Website format reviewed 13/9/17	13/09/2017	
30	09/08/2017		Tony Hoyle	13/09/2017	Closed	Refer to Item 19	13/09/2017	
31	09/08/2017		ALL	11/10/2017	Closed	Refer to Item 18	13/09/2017	
32	09/08/2017		Mike Buss	11/10/2017	Closed	9/10/17: MB awaiting feedback from CQI. MB chased feedback 10/11/17.	15/09/2017	
33	13/09/2017		Mike Buss	31/01/2018	Open			
34	13/09/2017		Mike Buss	31/10/2017	Open			
35	13/09/2017		Tony Hoyle	13/09/2017	Closed	TH attended meeting 13/9/17 and reviewed production requirements and branding issues for the website	15/09/2017	
36	13/09/2017		Mike Buss / Karen McDonald	15/11/2017	Ongoing	MB / KM met 15/9/17 and reviewed feedback. Feedback to be presented in meeting 11/10/17.		11/10/17: Feedback to be 'tidied' up prior to formal issue
37	13/09/2017		Gavin Avery	TBC	Open			

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38	11/10/2017		ConSIG CWG to develop a 1, 3 and 5 year plan which corresponds to that of the Steering Committee.	Mike Buss	31/01/2017	Open			
39	11/10/2017		KM to forward information for Big Data STEM event	Karen McDonald	15/11/2017	Open			
40	11/10/2017		Information from Designing Building Wiki pages to be requested by MB related to articles published by ConSIG	Mike Buss	15/11/17	Open			
41	11/10/2017		Articles to be published: Mobility & Building Completion	Tony Hoyle	15/11/2017	Open			
42	11/10/2017		Presentations to be arranged as appropriate for ConSIG members to share knowledge	Mike Bsus		Ongoing			Will Pitt to present 15/11/17