

## Construction Special Interest Competency Working Group (CONSIG CWG): ACTION TRACKER

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	On hold			Supervisors' course prioritised to suit Skanska requirements; Regular liaison continuing as course is developed. 14/11/17: Feedback awaited from CQI; 15/11/17: Workstream on hold pending outcome of bid for CITB funding
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	

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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); Acceptance of strategy confirmed verally (15/11/17)
10	12/07/2017	CWG_01e	Mike Buss	09/08/2017	Closed	MB updated Member Charter and issued (Rev 1.0)	13/09/2017	
11	12/07/2017	CWG_01e	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		Mike Buss	TBC	Ongoing	Ongoing		
13	12/07/2017		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		Mike Buss	13/12/2017	Closed	Refer to Item 11	13/09/2017	
15	12/07/2017		Mike Buss / Tony Hoyle		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. 13/12/17: List of articles reviewed; Categorisation agreed. Review ongoing		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		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		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		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.

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19	12/07/2017		Tony Hoyle	15/11/2017	Closed	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; 15/11/17: Update guidelines reviewed and confirmed accepted by ConSIG CWG	15/11/2017	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		Mike Buss	13/09/2017	Closed	Model agreed during meeting 9/8/17	09/08/2017	
21	12/07/2017		Steering Committee	13/09/2017	Closed	Repeat: Refer to Item 13	13/09/2017	
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	15/09/2017	
25	09/08/2017		Mike Buss	13/09/2017	Closed	Member charter updated to Rev 2.0	13/09/2017	
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	Closed	Karen McDonald to review; 15/11/17: Confirmed that information will also be sent ot others to obtain feedback.	15/11/2017	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	

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33	13/09/2017		MB to review format for the ConSIG CWG Webpage and liaise with Tony Hoyle regarding production and relaunch	Mike Buss	31/01/2018	Open		
34	13/09/2017		MB to investigate website hosts for the ConSIG website	Mike Buss	31/10/2017	Closed	MB has arranged for alternative ConSIG website host.	27/12/2017
35	13/09/2017		TH to attend ConSIG Steering Committee meeting 13/9/17	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		MB / Karen McDonald to collate feedback for the Construction Quality Awareness course explanatory document and the supervisors quality awareness course syllabus	Mike Buss / Karen McDonald	TBC	Closed	MB / KM met 15/9/17 and reviewed feedback. Feedback to be presented in meeting 11/10/17. Feedback presented.	11/10/2017
37	13/09/2017		GA to liaise with CIRIA to determine if links can be established	Gavin Avery	31/03/2018	Open	13/12/17: GA has liaised with CIRIA; MB / GA to meet with CIRIA	Feedback to be provided 13/12/17
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	Closed	Plan developed and presented in meeting 13/12/17; Plan agreed	13/12/2017
39	11/10/2017		KM to forward information for Big Data STEM event	Karen McDonald	13/12/2017	Open		15/11/17: Update provided by KM at meeting 13/12/17
40	11/10/2017		Information from Designing Building Wiki pages to be requested by MB related to articles published by ConSIG	Mike Buss	15/11/2017	Closed	Information has been requested and received	15/11/2017
41	11/10/2017		Articles to be published: Mobility & Building Completion	Tony Hoyle	31/12/2017	Open		
42	11/10/2017		Presentations to be arranged as appropriate for ConSIG members to share knowledge	Mike Buss		Ongoing		Will Pitt to present 15/11/17
43	15/11/2017		Articles on ConSIG site to be added to Designing Building Wiki site	Tony Hoyle	31/01/2018	Open		
44	15/11/2017		TH & MB to update ConSIG website	Tony Hoyle / Mike Buss	31/01/2017	Open		
45	15/11/2017		TH to send out communication to authors who have agreed to write articles	Tony Hoyle	TBC	Open		
46	13/12/2017		MB to review camera function for Skype calls	Mike Buss	28/02/2018	Open		
47	13/12/2017		GA to arrange for CPD presentation on digital technology	Mike Buss	31/03/2018	Open		
48	13/12/2017		MB / TH to review creations of shared folders on the Google Drive	Tony Holye / Mik	28/02/2018	Open		
49	13/12/2017		Details of CQI articles pushed by CQI to be provided to TH	Karen McDonald	31/01/2018	Open		0