

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

REF	ISSUE RAISED BY:		Item to be actions	OWNERS	Planned Closure Date	STATUS (Open / Closed / Overdue / Ongoing)	CLOSURE DETAILS		
	Date Raised	Workstream / Strategy Reference					Details of Closure	Date Closed	NOTES
1	17/05/2017	CWG_01	Review vision with CONSIG / Steering Committee	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	Member charter to be produced	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	MB to meet with CQI to review the capabilities of their website (meeting planned for 14/6/17) and review with CONSIG CWG 12/7/17.	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	MB and Tony Hoyle to meet with representative from Designing Buildings Wiki to review how the CONSIG CWG may develop joint working relationship and input to the website content.	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	Review outcome of meeting with CQI 17/5/17 to determine next steps and resolve any potential blockers (14/6/17)	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	Review requirements for developing a pilot course (Skanska)	Mike Buss / Karen McDonald	TBC	On hold			Supervisors' course prioritised to suit Skansa 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	Review how CONSIG CWG may develop relationships with other relevant external organisations (e.g. CITB, GIRI, CIRIA etc.)	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	Current status of BoCQK articles to be established	Tony Hoyle	09/08/2017	Closed	Tony Hoyle has updated the article tracker	13/09/2017	
9	12/07/2017	CWG_01	MB to update Strategy Rev 0.5 following comments from CONSIG CWG obtain CONSIG Steering Committee sign off and formally issue.	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 verbally (15/11/17)
10	12/07/2017	CWG_01e	MB to update Member Charter following comments from CONSIG CWG and formally issue	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. 10/1/18: Website to be updated first and linke provided as part of correspondence.
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		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		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	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		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	

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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	
33	13/09/2017		Mike Buss	31/01/2018	Closed	Website presented 10/1/8 to ConsIG SC and CWG	24/01/2018	
34	13/09/2017		Mike Buss	31/10/2017	Closed	MB has arranged for alternative ConsIG website host.	27/12/2017	
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	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	11/10/17: Feedback to be 'tidied' up prior to formal issue; 15/11/17: Workstream on hold pending outcome of bid for CITB funding
37	13/09/2017		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

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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	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	Closed	Information forwarded and included in meeting 46 minutes.	14/01/2018	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		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	10-/1/18: Mobilidation Published CQI		
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	31/01/2018	Ongoing	Website updated and changes presented 10/1/18;		
45	15/11/2017		TH to send out communication to authors who have agreed to write articles	Tony Hoyle	Ongoing	Ongoing		Ongoing	
46	13/12/2017		MB to review camera function for Skype calls	Mike Buss	28/02/2018	Open		28/02/2018	
47	13/12/2017		GA to arrange for CPD presentation on digital technology	Mike Buss	31/03/2018	Open		31/03/2018	
48	13/12/2017		MB / TH to review creations of shared folders on the Google Drive	Tony Holye / Mik	28/02/2018	Open		28/02/2018	
49	13/12/2017		Details of CQI articles puslished by CQI to be provided to TH	Karen McDonald	31/01/2018	Open		31/01/2018	
50	10/01/2018		MB to review video & external speaker facilities for Skype	Mike Buss	28/02/2018	Open		28/02/2018	
51	10/01/2018		Summary of progress to be produced for articles	Tony Hoyle / Mike Buss		Open			
52	10/01/2018		Competence requirements detailed within the CQI Competence Assessment Guide and Scoretool BETA Version for Intermediate levelto be reviewed to determine how the wording might be adapted specific to the requirements for construction.	All		Open			