

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	Ongoing			Supervisors' course prioritised to suit Skanska requirements; Regular liaison continuing as course is developed.
7	17/05/2017	CWG_03b	Review how CONSIG CWG may develop relationship 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
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	11/10/2017	Open		15/9/17: MB has obtain admin permission and will add Member Charter
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	Ongoing	Membership to be reviewed with the Steering Committee	9/10/17: MB has sent email requesting confirmation who is required to be on distribution list.
14	12/07/2017		Review of CONSIG Linked In to be completed.	Mike Buss	13/09/2017	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	11/10/2017	Open	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.	
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
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
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	11/10/2017	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.
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
22	12/07/2017		MB to investigate whether or not it is feasible to use conferencing facilities for the CONSIG CWG for members who would like to attend the meeting but are unable to travel to the CQI.	Mike Buss	09/08/2017	Closed	Refer to Item 26	09/08/2017
23	12/07/2017		Steering Committee 5 year strategy to be presented to CONSIG CWG	Steering Committee	11/10/2017	Open	Copy of 5 year strategy has been requested by MB	13/9/17: copy obtained & agenda item for 11/10/17

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