



MHHS Programme Steering Group Agenda

Issue date: 07/03/22

Meeting number **PSG005.1 – extraordinary PSG** Venue **Virtual – MS Teams**

Date and time **11 March 2022 1400-1530** Classification **Public**

Objectives of this meeting

1. Outline action taken and planned next steps for resolving the supplier plan delay proposal
2. Provide an overview of Change Request(s) to delay M5
 - a. CR001 - Design Baseline Replan to July 2022 (draft shared by the Programme alongside meeting agenda)
 - b. Supplier Plan Delay Proposal, if proposed by suppliers
3. Hear comments and questions from PSG members
4. Summarise next steps
 - a. Update Change Request(s) as required
 - b. If applicable, raise the supplier Change Request to the Programme Change Control process. The Programme has scheduled an extraordinary Change Board following this meeting to progress this Change Request, if raised
 - c. Issue Change Request(s) to Programme Parties for Impact Assessment

Agenda

#	Item	Objective	Lead	Time	Relevant paper
1	Welcome		Chris W	1400-1405 5 mins	
2	Action taken and next steps	INFORMATION: <ul style="list-style-type: none"> • Update on steps taken and actions from 02 March 2022 PSG • Outline immediate next steps for any Change Request(s) and longer-term change resolution plan • Provide PSG members with detail of Impact Assessment requirements 	Keith C	1405-1415 10 mins	Relevant 02 March PSG actions copied below
	Discussion	DISCUSSION: Programme to answer any questions on Change Request next steps	Chris W	1415-1425 10 mins	
3	Change Request(s)	INFORMATION: Provide an overview of the purpose and content of the CR001 Change Request INFORMATION: <ul style="list-style-type: none"> • Provide an overview of action and constituency engagement since PSG 02 March • If a Change Request is proposed by suppliers, provide an overview of the purpose and content 	Keith C/Jason B	1425-1435 10 mins	CR001 Change Request draft
	Discussion	DISCUSSION: PSG members to provide feedback and questions on the M5 Change Request(s)	Supplier reps	1435-1445 10 mins	
4	Summary and Next Steps	DISCUSSION: PSG members to provide feedback and questions on the M5 Change Request(s)	Chris W	1445-1505 20 mins	
		INFORMATION: Summarise actions and next steps	Chris W	1505-1515 10 mins	

Relevant actions from PSG 02 March 2022

Action Ref	Action	Owner	Due Date
PSG05-02	Share information relevant to the supplier plan delay proposal (e.g. design roadmap and plan to July) with PSG members for consideration in preparation for upcoming Change Requests. Schedule sessions with PSG members as required	Programme (Keith C)	11/03/33
PSG05-03	Schedule extraordinary PSG for the 11 th March	Programme (PMO)	03/03/22
PSG05-04	Share the Change Request impact assessment template with PSG members ahead of 11 th March PSG for information	Programme (Jason B)	11/03/22
PSG05-05	Provide feedback to constituency members on planned next steps and relevant information for the upcoming Change Request. Advise constituency members to prepare to complete impact assessments	Constituency Representatives	11/03/22