

Workflow/ Activity	Lead	Fortnight 0 fn/c 10- Aug	Fortnight 1 24-Aug	Fortnight 2 7-Sep	Fortnight 3 21-Sep	Fortnight 4 5-Oct	Fortnight 5 19-Oct	Fortnight 6 2-Nov
1) Compliance framework								
Setting out principles and a philosophy towards the regulated sector					●			
Test framework with key stakeholders within and outside the Office					▲			
Feed principles and philosophy into procedures manual work								●
2) Organisational culture and team development								
Set out guiding principles for the kind of culture and behaviours the Office wants to encourage					●			
Translate principles to delegations and the approach to decision making, with implications on roles, responsibilities and escalation mechanisms					▲			
Review and redesign internal processes, where necessary								●
Phrase expectations towards people leadership in light of encouraged behaviours								
Develop a concept for team-building workshops and exercises that allow the teams to discuss and translate the principles set out in 1 and 2 into their work								
Communicate and engage with staff, including all staff meeting					▲			
3) Develop a sector strategy								
Create a vision for the next 4-5 years, based on the principles set out in workstream 1 and 2 above					▲			●
Develop a sector strategy and develop regulatory priorities.								
Test framework with key stakeholders within and outside the Office								
Communicate sector strategy								
4) HR: recruitment and L&D								
Develop job descriptions and recruit for roles (step 1 and 2)					▲			
Plan onboarding process for new roles with teams								
Adjust job descriptions, where applicable								
Identify learning and development needs							●	▲
Draft training/ development plan								
5) Data and Insights								
Understand the current use and potential of data we currently hold, understand new data we will be able to collect (mainly from NotifyUs)								
Develop a data strategy for the future							●	▲
Communicate and engage with staff							●	▲

Deliverable ●
Steering Group meeting ▲

Discuss:
Compliance framework, org culture principles and comms for the org culture workstream, kick of sector strategy work

Discuss:
L&D plan, data and insights strategy and comms

Discuss:
New compliance processes, Strategic vision

