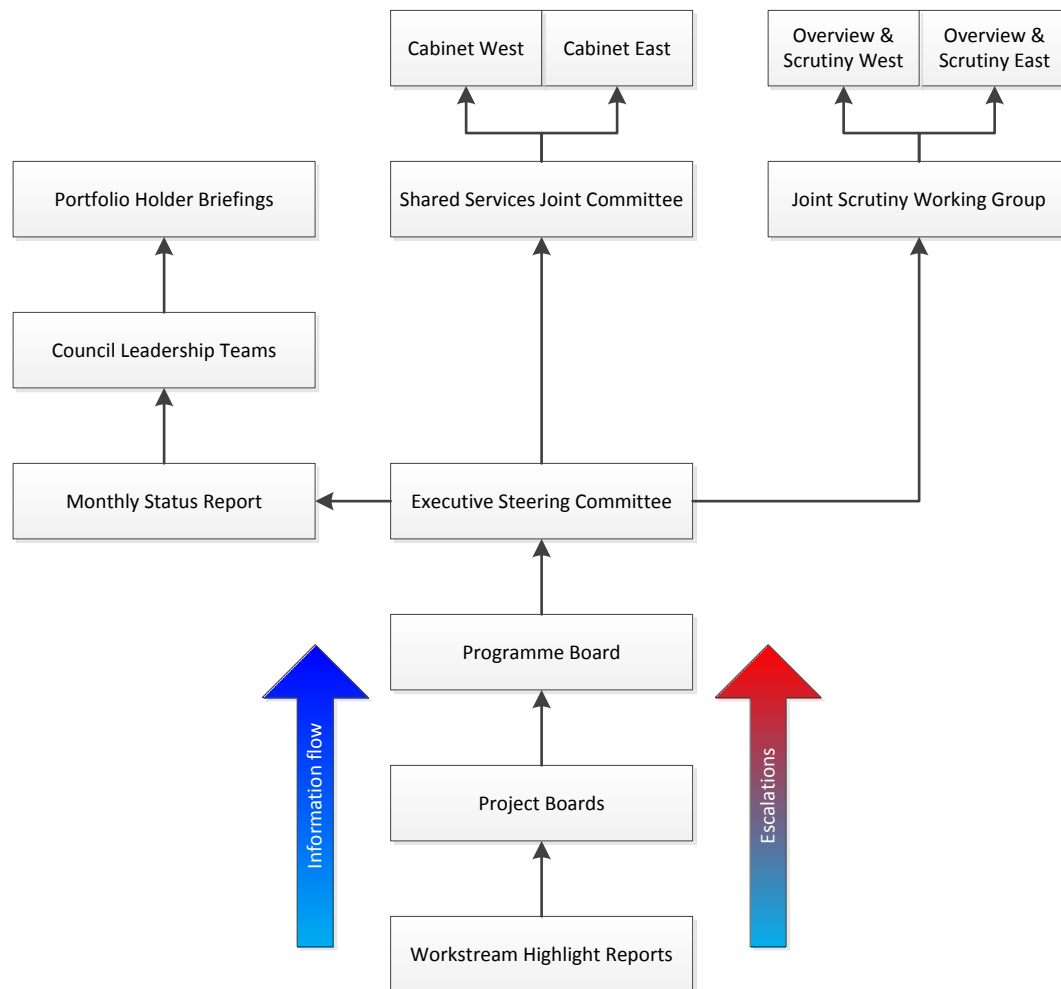


Shared Services Joint Committee – 22 November 2019
Best4Business Update
Appendix C – Appendix B to Cabinet Report

Appendix B
Proposed Best4Business Governance Structure



A brief overview of the Best4Business-specific governance bodies is provided below:

Body	Role
Workstream / Project Boards	<ul style="list-style-type: none"> • Business change and training • Processes which support the governance framework • Approve the update of programme documentation following decisions • Custodian of business requirements • Drives the vision of simple / standard / shared solution • Propose any recommendations to change the scope of the Best4Business solution, timeline, target milestone dates, or budget • Review business case submissions for enhancements / changes / customisations to the standard Unit 4 Business World solution • Mechanism to receive and propose design and delivery proposals • Escalates decisions to Programme Board where agreement cannot be reached

Shared Services Joint Committee – 22 November 2019
Best4Business Update
Appendix C – Appendix B to Cabinet Report

Body	Role
Programme Board	<ul style="list-style-type: none"> • Makes resources available for the programme • Resolves dependencies with other work, within or outside the programme • Reviews and approves the quality of programme outputs • Reviews progress on a regular basis and resolves issues • Reviews the risk profile of the programme and agrees mitigating actions
Executive Steering Committee	<ul style="list-style-type: none"> • Provides leadership and strategic context to the project • Defines and approves changes to the Project Scope and Vision • Approves project funding • Provides commitment to / endorsement of programme objectives via communications • Advises and supports the Programme Director • Approves completion of the project • Reviews programme progress and issues on a monthly basis
Joint Scrutiny Working Group	<p>The Joint Scrutiny Working Group have been asked to scrutinise:</p> <ul style="list-style-type: none"> • The governance process supporting the approval of the solution design; • The approach to business change and training; and • The outcome of the processes which support the recommendation to go live with the new solution.