

Strategic Panel Program Management Office (SPPMO) Information			
Enterprise Support Services Agreement (ESSA) Major Service Provider (MSP)		Defence Support Services Panel	
SON3484837		SON3485107	
MSP Services		Categories of Service (79 Skills Sets)	
Strategic Partner Services (SPS)	MSPs assisting the Commonwealth with CASG workforce planning and management, industry and supply chain development and management, workforce development, and work package planning and development.	Program Management Services	
Capability Partner Services (CPS)	Work directed by CASG Functions that provides an agreed annual level of effort. Primarily in relation to pre- and immediately post-Gate Zero tasks.	Engineering and Technical Services	
Integrated Work Partner Services (IWPS)	Larger and more complex Integrated Work Packages for CASG Domains and CoEs.	Material Logistics Services	
		Commercial Services	
		Corporate Performance Services	
		Authoring and Writing Services	
PMF Reporting (MSP)		ESSA	
Bi-Annual Reporting Periods	November to April	General Conditions	
	May to October	Schedule 1	ESSA Details
		Schedule 2	MSP Service Terms and Conditions
		Schedule 3	Template MSP Subcontractor Terms and Conditions
		Schedule 4	Performance Management Framework
		Schedule 5	MSP Services - Commercial Model
		Schedule 6	Capability Partner Services - Template CPS Tasking Request
		Schedule 7	Integrated Work Partner Services Template Tasking Request
Net Promoter Score (NPS) Survey			
Sent to CoA Stakeholders Biannually	Commencement 1 April		
	Commencement 1 October		
Procurement Reporting Framework (PRF)			
Vendor Number	Team Nova	s47E(d)	Nova (ABN 39613308008)
	Jacobs	s47E(d)	Jacobs (ABN 12079749287)
	Team Downer	s47E(d)	Downer (ABN 53000983700)
	Key	s47E(d)	KBR (ABN 91007660317)
Financial/ Approval information			
s47E(d)		s47E(d)	
		s47E(d)	
		s22	
		s22	
		s22	
		s22	
		s22	

SPPMO Contact List

MSP Teams (incl. group email addresses)

Team Nova	Nova systems Australia, QinetiQ and PricewaterhouseCoopers Consulting (Email: industryengagement@novasystems.com) Jacobs Australia (Email: mspadministration.ja@jacobs.com)
Jacobs	Jacobs Australia (Email: mspadministration.ja@jacobs.com)
Team Downer	Downer EDI Engineering Power, Downer Professional Services Pty Ltd, Systra ANZ, Envista, and Providence Consulting Group (Email: TeamDownerMSP@downergroup.com)
KEY Team	Kellogg Brown & Root and Ernst & Young (Email: KEY_MSP@KBR.COM)

MSP POCs

Team Nova	s47F	s22	s47F
Jacobs			
	For contract related matters	s47F	
Team Downer	s47F	s22	
KEY Team			

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Australian Government
Department of Defence
Capability Acquisition and
Sustainment Group

Meeting Minutes

Meeting Details			
Date	Friday 31 st July 2020	Time	3.30 – 5.00 pm
Title	SPPMO – Operations Board meeting		
Location	32 Lonsdale Street Braddon – Team Downer		

Attendees	
CASG/ MSP Working Group	§47E(d) (chair)
	§47F
	§47F
	§47E(d)
	§47E(d)
	§47F
	§4/L(0)
	§47F
	§47E(d)

Meeting Notes

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Australian Government
Department of Defence
Capability Acquisition and
Sustainment Group

Meeting Minutes

Meeting Details			
Date	Friday 28 th August 2020	Time	3.30 – 5.00 pm
Title	SPPMO – Operations Board meeting		
Location	32 Lonsdale Street Braddon – Team Downer & MS Teams		

Attendees	
CASG/ MSP Working Group	s47E(d) (chair)
	s47F
	s47F
	s47F
	s47E(d)
	s47F
	s47E(d)
	s47F
	s47E(d)

Meeting Notes

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Australian Government
Department of Defence
Capability Acquisition and
Sustainment Group

Meeting Minutes

Meeting Details			
Date	Friday 25 th September 2020	Time	3.30 – 5.00 pm
Title	SPPMO – Operations Board meeting		
Location	32 Lonsdale Street Braddon – Team Downer & MS Teams		

Attendees	
CASG/ MSP Working Group	<div>647E(d)</div> chair)
	<div>647F</div>
	<div>647E</div>
	<div>647F</div>
	<div>647E(d)</div>
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	<div>647E(d)</div>
	<div>647F</div>

Meeting Notes

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Meeting Minutes

Meeting Details			
Date	Friday 30 th October 2020	Time	3.00 – 4.15 pm
Title	SPPMO – Operations Board meeting		
Location	32 Lonsdale Street Braddon – Team Downer & MS Teams		

Attendees	
CASG/ MSP Working Group	<div>§47E(d)</div> <div>(chair)</div>
	<div>§47F</div>
	<div>§47F</div>
	<div>§47E(d)</div>
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	<div>§47E(d)</div>
	<div>§47E(d)</div>
	<div>§47F</div>

Meeting Notes

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Australian Government
Department of Defence
Capability Acquisition and
Sustainment Group

Meeting Minutes

Meeting Details			
Date	Friday 27 th November 2020	Time	3.00 – 4.30 pm
Title	SPPMO – Operations Board meeting		
Location	32 Lonsdale Street Braddon – Team Downer		

Attendees	
CASG/ MSP Working Group	647E(d) (chair)
	647F
	647F
	647F
	647E(d)
	647F
	647E(d)
	647E(d)
	647F

Meeting Notes

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Minutes of MSP-SPPMO STRATEGY WORKSHOP – FRIDAY 29 JANUARY 2021

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MINUTES OF MSP-SPPMO STRATEGY WORKSHOP

FRIDAY 29 JANUARY 2021 AT

TEAM DOWNER OFFICES - 32 LONSDALE ST BRADDON ACT 2612

1.00PM TO 5.00PM

Attendees:

Operations Board Members

s47E(d) chair) s47E(d)
s47F
s47F
s47F
s47F

Other Participants

s47F
s47E(d)
s47E(d)
s47E(d)
s47E(d)
s47E(d)

Apologies:

s47F

Meeting commenced at 1.10pm.

Opening

1. s47E(d) welcomed all participants to the meeting.

Agenda Item 1: Introduction – Recap of 2020

2. s47E(d) indicated that 2020 had been a successful year of collaboration between the SPPMO and the MSPs.
3. s47E(d) noted that an imperative for 2021 was to convey good news stories to broader stakeholders and that the SPPMO had been engaging with CASG Comms s47E(d) to distribute our content through CASbiz and other platforms within CASG.
4. s47E(d) outlined the changing situation with the Branch within which the SPPMO sits, namely:
 - 4.1. s47E(d) AS role has ceased to exist;
 - 4.2. s47E(d) has indicated that the SPPMO will continue to reside within Commercial Division; and
 - 4.3. Reporting lines are pending s47E(d) instruction.
5. s47E(d) outlined key achievements for 2020:
 - 5.1. Preparation and release of artefacts for Outcomes Based Framework (OBF);
 - 5.2. Preparation of related OBF draft training materials in a consultative and interactive manner within the MSPPMO to improve consistency and clarity s47E(d) noted that s47E s47E(d) and s47F had been key proponents in successful progress of the materials and thanked them for their input); and
 - 5.3. Progress on Blueprint activities to strengthen the MSPPMO's operating and governance frameworks.

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Minutes of MSP-SPPMO STRATEGY WORKSHOP – FRIDAY 29 JANUARY 2021

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6. s47E(d) stated that the Covid19 vaccine should free up travel so this will enhance face to face interaction which has been lacking in the business in 2020.
7. In terms of the MSP Model Independent Review s47E(d) advised:
 - 7.1. s47E(d)
 - 7.2. s47E(d)
 - 7.3. s47E(d)
 - 7.4. s47E(d)
 - 7.5. s47E(d)

No Action Items

Agenda item 2: Customer Focus – Better service, support and positive engagement for our customer base including Blueprint Status reference point

8. s47E(d) and s47E(d) provided a review of the status of Action Items related to the Strategic Panels Project Management Office Blueprint for Continued Improvement (Status – 29 January 2021 - Attachment 1 Status – Action Items and ARCI) submitted with the Agenda of the meeting. In summary, the following updates were highlighted:
 - 8.1. FAQ – ongoing process; change of Status to green;
 - 8.2. PMO Establishment – a breakdown of completed items to be undertaken to more accurately reflect completion of tasks within activity areas; corresponding Status to be changed to green;
 - 8.3. PMO Establishment s47F to send s47E(d) Project Management Plan prepared previously;
 - 8.4. s47E(d)
 - 8.5. Change Management – insert consultation of draft report as ‘in progress’;
 - 8.6. Communications - a breakdown of completed items to be undertaken to more accurately reflect completion of tasks within activity areas; corresponding Status to be changed to green;
 - 8.7. Risk and Evolution of IWP Model - a breakdown of completed items to be undertaken to more accurately reflect completion of tasks within activity areas; corresponding Status to be changed to green. Insert task to prepare Risk Action Plans based on key risks in Risk Register;
 - 8.8. Evolve Capability Partner Services Model – amend status to disclose ‘not required’;
 - 8.9. Upskilling (both APS and MSP personnel) - a breakdown of completed items to be undertaken to more accurately reflect completion of tasks within activity areas; corresponding Status to be changed to green;
 - 8.10. ESSA Update – s47E(d) to progress; mark as ‘in progress’;

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Minutes of MSP-SPPMO STRATEGY WORKSHOP – FRIDAY 29 JANUARY 2021

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- 8.11. s47E(d)
- 8.12. Branch Improvements – Delete line item; not required;
- 8.13. Other Process Improvements – Delete FINMAN Compliance item;
- 8.14. Other Process Improvements – Procurement items to be marked ‘in progress’;
- 8.15. s47E(d)
- 8.16. Other Process Improvements – Standard approach to performance management item - to be marked ‘completed’;
- 8.17. Other Process Improvements – Common approach to travel... item - to be marked ‘completed’;

Action item 01 s47E(d) to revise Attachment 1 Status – Action Items and ARCI for breakdown of completed activities

Action item 02 s47F to send s47E(d) roject Management Plan

Action item 03 s47E(d) to progress ESSA Update

Action item 04 s47E(d) to delete Branch Improvement line item from report

Action item 05 s47E(d)

Action item 06 s47E(d) to adjust disclosure for items in relation to Branch and Other Process Improvements

Agenda item 3: Vision and Priority Areas – Strategic review of key 2021 intentions/goals and related strategies

- 9. s47E(d) referenced the SPPMO Vision Statement currently on the CASG intranet to reinforce the SPPMO’s purpose.
- 10. s47E(d) advised that the Outcomes Based Framework training materials package delivery was a key strategic priority in 2021. The materials should be refined and completed forthwith with a rollout methodology being considered in February by the Operations Board.
- 11. The Change Management Plan Framework would also pose strategic questions for consideration and action by the MSPPMO moving forward to successfully implement the Outcomes Based Framework in the Customer base.
- 12. s47E(d) suggested that business as usual activities such as Blueprint, SPPMO resourcing, Senate Estimates interface, risk management, reviews would require focused attention in 2021.
- 13. s47E(d)

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Agenda item 4: Outcomes Based Framework Training Materials – Review of near final documentation

14. s47E(d) resented the individual training modules prior to receiving comments/questions from participants.
15. s47E(d) [REDACTED]
[REDACTED]
[REDACTED]
16. Key feedback to be taken up in the final drafting of documents was:
 - 16.1. Module 1 – ‘Introduction to Outcomes Contracting’ should include a slide(s) at the front of the presentation outlining the key ‘Understanding Industry Partners’ (Module 5) content to provide important context as a precursor to introducing Outcomes Contracting. It was noted that the overall ‘Understanding Industry Partners’ training content would continue to remain a separate module;
 - 16.2. SPPMO Vision Statement (including DSS) to be included early in Module 1 - ‘Introduction to Outcomes Contracting’;
 - 16.3. Module 6 ‘Co-Design and Collaboration’ to be inserted before Module 4 ‘How to Design and Outcomes Environment’ in order to present an optimal flow of information within the suite of materials;
 - 16.4. Module 9 – ‘Work Force Planning’ to be reviewed by s47F and s47F to underpin the IWP environment and context as it applies to workforce planning principles presented in the draft module;
 - 16.5. s47E(d) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
 - 16.6. The Strategic Panels Principles and Joint Objectives slide at the start of the presentation of Module 11 – ‘Communications’ should be inserted early in Module 1 ‘Introduction to Outcomes Contracting’ to set foundational context for the outcomes based initiative; and
 - 16.7. Module 11 – ‘Communications’ should be removed with its content being integrated purposefully within all of the other modules to underpin the criticality of Communications in delivering desired outcomes. This will result in 11 modules being reduced to 10 modules for the suite of training materials.

Action item 07 s47E(d) to revise training materials with working group, to reflect feedback specified above, to present a near final suite of documents for review by MSPPMO.

Agenda item 5: Risk Management Plan (RMP) – Review and action plans

17. s47E(d) resented status in relation the RMP and indicated a commitment to actively managing risk in the organisation.
18. s47E(d) dvised that draft Action Plans based on the current Risk Register would be developed in conjunction with KEY Team.

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Minutes of MSP-SPPMO STRATEGY WORKSHOP – FRIDAY 29 JANUARY 2021

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Action item 08 – s47E(d) to draft Action Plans based on the current Risk Register would be developed for Ops Board review in February.

Agenda item 6: Other Business/Issues

19. No other business was raised.

20. Meeting closed at 3.50pm.

Summary of Actions

ID:	Description	Action by:	Status
AI-1	Revise Attachment 1 Status – Action Items and ARCI for breakdown of completed activities	s47E(d)	Closed
AI-2	Project Management Plan to be sent to SPPMO	s47F	Open
AI-3	Progression of ESSA Update	s47E(d)	Open
AI-4	s47E(d) to Deletion of Branch Improvement line item from Blueprint report	s47E(d)	Closed
AI-5	s47E(d)	s47E(d)	Closed
AI-6	Adjust disclosure for items in relation to Branch and Other Process Improvements in Blueprint report	s47E(d)	Closed
AI-7	Revise Outcome Based Framework training materials with working group, to reflect feedback specified by Workshop, to present a near final suite of documents for review by MSPPMO	s47E(d)	Open
AI-8	Draft Action Plans based on the current Risk Register would be developed for Ops Board review in February.	s47E(d)	Open

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 26 FEBRUARY 2021

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MINUTES OF MSP-SPPMO OPERATIONS BOARD MEETING 2020-21 6

FRIDAY 26 FEBRUARY 2021

ERNST & YOUNG - LEVEL 11, 121 MARCUS CLARKE STREET, CIVIC

2.30PM TO 4.30PM

Attendees:

Operations Board Members

s47E(d) - Chair
s47F via Teams
s47F
s47F
s47F
s47F - via Teams

Other Participants

s47F - via Teams
s47E(d) - via Teams
s47E(d)

Apologies:

s47E(d)
s47E(d)
s47E(d)

Meeting commenced at 2.40pm.

Agenda Item 1: Welcome and Opening Remarks

1. s47E(d) welcomed all participants to the meeting.
2. s47E(d) advised that a Steering Committee meeting for the Independent Review was held on 25 February. The purpose of the meeting was to introduce Steering Committee members to the Independent Reviewer and to confirm the Terms of Reference and current methodology employed to undertake the task. The process of Industry/Customer consultation had commenced and notices had been issued to senior management of the MSPs with proposed manner of engagement across the stakeholder base. s47E(d)
s47E(d)
s47E(d)
s47E(d)
3. For the information of the Operations Board, s47E(d) tabled an Indigenous Procurement Annual IPP Data Collection Form (Attachment 2). s47E(d) indicated that this data collection format would form the basis to address IPP reporting obligations moving forward.
4. s47E(d)
s47E(d)
5. s47E(d) advised that the Regular Forum on Monday 1Mar21 would be cancelled given the updates on MSP-SPPMO business at the Operations Board meeting.
6. The Minutes of the Strategy Workshop held on 29Jan21 were confirmed. In terms of matters arising, it was noted that actions related to the Outcomes Based Framework training materials were completed to be reviewed at Agenda Item 4. Outstanding Action Items in relation to the ESSA contractual updates (new Action Item 20210226-01) and Risk Action Plans (new Action

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 26 FEBRUARY 2021

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Item 20210226-02) are to be left open and transferred to MSP-SPPMO Operations Board Action Items.

7. The Minutes of the Operation Board held on 27Nov20 were confirmed.

The following Action Items were closed:

- 20200703-06 - As-Is and To-Be (to be revisited once the Independent Review is completed)
- 20202711-01 - PMO Progress vs Blueprint
- 20202711-02 – Outcomes Training
- 20202711-03 – NPS
- 20202711-04 – Risk Management Plan
- 20202711-06 – Training Material

The following Action Items are paused to be revisited in the future:

- 20201030-05 – Executive Questionnaire s47E(d)
- 20201030-06 - Executive Questionnaire s47E(d)

It was agreed that **Action Item 20202711-04 – Change Management Plan** remains open.

s22

Agenda Item 2: Blueprint Progress – Update

8. s47E(d) resented a brief update for all 'In Progress' items.
9. It was noted that FAQ items material currently on file would be reviewed further by the SPPMO and a draft of the FAQ items material submitted to the Operations Board in March for their review (**Action Item 20210226-03**).
10. It was noted that an ASO 6 role was set to commence on 9th March and 2 x ASO 5 roles to follow shortly thereafter. This will provide enhanced support to the SPPMO in effectively and efficiently delivering its MSP/ESSA contract management functions moving forward.
11. It was noted that SPPMO were in consultations with Defence Indigenous Procurement Policy Non Materiel Procurement Branch, MSPs and other stakeholders to underpin delivery of Commonwealth policy frameworks in this area.
12. s47E(d)
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
13. It was noted that the draft Change Management Plan was currently taking in comments from stakeholders prior to release to Operations Board 'out of session' for their review in mid March (**Action Item 20202711-05**).
14. It was noted that the SPPMO Landing Page had been updated to better reflect its functions to Customers and to allow improved navigation to key imperatives including the Outcomes Based Framework.

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15. It was noted that an array of documented communication activities set out in the approved MSP-SPPMO Communications Strategy and Implementation Plan would be revisited subsequent to the MSP Model Independent Review.
16. It was noted that Risk Action Plans were being reviewed at Agenda Item 3.
17. It was noted that a Review of the ESSA Performance Management Framework was on hold and s47E(d) would advise the timing of any review activity.
18. It was noted that the Outcomes Based Framework training materials modules were being reviewed at Agenda Item 4.
19. It was noted that the ESSA Contractual Updates were also an action from the Strategy Workshop and listed in the MSP-SPPMO Operations Board Action Items (**Action Item 20210226-01**).
20. s47E(d)

s22

Agenda item 3: Risk Management – update on Risk Management Plan and associated draft Risk Action Plans

21. s47E(d) and s47F briefed the meeting on the proposed Risk Action Plan format for the first 8 risks identified in the approved MSP-SPPMO Risk Management Plan. Key issues highlighted included:
 - Introduction of an integrated record that addresses risk categories, types and events with actions synthesised into discrete actions to mitigate identified risks; and
 - Format Includes priority, timeframes and risk owners to underpin accountability for risk mitigation activities.
22. It was agreed to move forward and document the balance of the identified risks using the proposed Risk Action Plan format presented.
23. **Action Item 20210226-04** s47E(d) and s47F to prepare full set of Risk Action Plans documenting the balance of the risks identified in the MSP-SPPMO Risk Management Plan (21 risks in total) for review of the Operations Board in March.

Agenda item 4: Outcomes Based Framework Training Modules Review – Review of modules and options for training delivery

24. s47E(d) resented a broad overview of the iterative process employed by the MSP-SPPMO since October 2021 in the preparation of the Outcomes Based Framework (OBF) training modules.
25. It was noted that the advice of subject matter experts and communications advisors had been taken into account in the draft of the modules presented.
26. s47E(d) suggested that the training material would be improved over time as stakeholders returned comments/feedback as the training was rolled out. s47E(d) instructed that a stakeholder feedback template be developed for this purpose.
27. s47E(d) advised that he was satisfied that the training modules were a good and considered reflection of the key principles and process issues in relation to the OBF and that the ability to

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 26 FEBRUARY 2021

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adapt the materials for examples/information that align with the IWP businesses made the delivery of the materials even more compelling.

28. s47E(d) recommended that the training modules as presented form the basis of training delivery across the business, a view supported by the Operations Board members.
29. s47E(d) sketched s47E(d) and the team to arrange a draft program of OBF rollout across the IWPs with preferred methodologies/resourcing and allowance for travel if required. s47E(d) indicated that it should be the Operations Board preference to roll out the OBF training materials as soon as possible in a controlled and methodical manner.
30. **Action Item 20210226-05** – s47E(d) to arrange a draft program/methodology (including stakeholder feedback template) of OBF rollout by mid March.

Agenda item 6: Other Business/Issues

31. The proposed Operations Board meeting dates for 2021 were confirmed with the March meeting scheduled to be held at Jacobs in their Civic offices.
32. It was agreed that the meetings for April and May would be hosted by PWC and Nova Systems respectively. Other venues beyond May will be determined in the coming months.
33. s47E(d) advised the Operations Board of the Commercial Division restructure. At this time the SPPMO will remain within Commercial Division with altered reporting lines up to the s47E(d) through ASNMP s47E(d). s47E(d) undertook to update the Operations Board as soon as further details come to hand.
34. s47E(d)
s47E(d)
s47E(d)
s47E(d)
s47E(d)
s47E(d)
35. Meeting closed at 4.10pm.

Attachments

s22

Attachment 2 - Indigenous Procurement Annual IPP Data Collection Form

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Indigenous Procurement Policy Annual IPP Data Collection

If you have questions or require assistance contact the Defence IPP Team

s47E(d)
email: indigenous.procurement@defence.gov.au

PORTFOLIO NON-AUSTENDER CONTRACTS/PURCHASES WITH INDIGENOUS BUSINESSES

Required if Contract is a Sub Contract to an AusTender Reported Contract eg. Winc																
Indigenous Supplier Name	Indigenous Supplier ABN	Supplier Registered With Supply Nation	AusTender ID If applicable	Agency (Commonwealth Entity Awarding Contract)	Contract Value	Sub Contract	Remote Contract	Goods / services category: UNSPSC	Contract Start Date	Contract End Date	Head Contract AusTender ID	Head Contractor Name	Head Contractor ABN	Head Contract Start Date	Head Contract End Date	Head Contract Value

[illegible]

Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 23 MARCH 2021

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MINUTES OF MSP-SPPMO OPERATIONS BOARD MEETING 2020-21 7

TUESDAY 23 MARCH 2021

JACOBS – 1/64 ALLARA STREET, CIVIC

2.30PM TO 4.30PM

Attendees:

Operations Board Members

s47E(d) - Chair
s47F
s47F
s47F
s47F
s47F - via teleconference
s47F

Other Participants

s47F - via teleconference
s47E(d) - via teleconference
s47E(d)
s47E(d)
s47E(d) - via teleconference

Apologies:

Nil

Meeting commenced at 2.40pm.

Agenda Item 1: Welcome

1. s47E(d) welcomed all participants to the meeting.
 2. s47F gave participants an induction to the meeting/building.
 3. The Minutes of the Operations Board Meeting held on 26Feb21 were confirmed.
 4. The following Action Items were closed:
 - 20200711-05- Change Management Plan – on the Agenda for consideration;
 - 20210226-01/04 -Risk Action Plans - on the Agenda for consideration; and
 - 20210226-03 – Blueprint (FAQ) - on the Agenda for consideration.
 5. It was noted that the following Action Items were on the Agenda for consideration:
 - 20210226-01 – Progression of ESSA Contractual/Administrative Update
 - MVD gave an update on progress to the meeting advising that the task was a priority for the SPPMO. An established draft was being further developed to address the required update. s47E(d)
- Action Item 20210323-01 – Draft ESSA contractual/administrative update circulated to MSPs by 14Apr21 for their review and feedback.
- 20210226-05 – Outcomes Based Framework Training Modules.

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 23 MARCH 2021

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partners at the meeting. s47E(d) stated that it was his expectation that the MSP-SPPMO Team work collaboratively on all Blueprint issues (and other broader issues) and asked s47E(d) to give greater effect to this aspect moving forward.

Action Item 20210323-03 – s47E(d) to ensure that Blueprint activities are consulted through an MSP-SPPMO collaborative interface on a regular basis.

Agenda Item 3: Risk Management

19. s47E(d) and s47F gave an introduction to the draft Risk Management Plans developed since the February meeting.
20. s47F advised that risk treatments are repetitive and would be benefit from the Risk Working Group to be reconvened to address the risks and associated Risk Action Plans.
21. s47F noted that the process had delivered traceability around risk which was a positive outcome.
22. s47E(d) asked that the Operation Board take the Risk Action Plans away and determine what needs to be done and who can be involved to efficiently address the key issues. s47F and s47E(d) suggested that the Risk Working Group be convened in the second week of April.
23. **Action Item 20210323-04** – s47E(d) to arrange a meeting of the Risk Working Group prior to the Operations Board meeting scheduled for 30Apr21.

Agenda item 4: Outcomes Based Framework Training Modules Delivery

24. s47E(d) advised that a number of pilots were being investigated (ATS and CSB) for delivery at the end of March and early April. s47E(d) outlined her approach for ATS – a tripartite delivery by KEY Team, Customer and SPPMO to demonstrate the partnership approach. The principle/objective is that when we have tested the materials through the pilots, a schedule for the IWP training (subsequent to feedback received) could be prepared for the balance of the IWP businesses.
25. The formation of a sub committee to oversee the delivery of the Outcomes Based Framework Training Modules to the broader Customer base was considered useful by the meeting and s47E(d) asked s47E(d) to facilitate this mechanism.
26. s47E(d) and s47F advised that willing participants are the best candidates initially but noted that T&M is still in play for many of the IWP businesses with the outcomes approach to mature in those businesses over time.
27. s47F noted that this exercise had close links to the Risk Action Plans considered previously and wanted to see those linkages addressed at a strategic level within the MSP-SPPMO.
28. s47E(d) raised the aspect of the maturity model for the OBF and whether it had a role in the measurement of uptake/overall adoption of the OBF by Customers. s47E(d) suggested that after the training was delivered that he was supportive of this aspect and it could be done as an adjunct to the initial effort of lifting awareness of the principles involved with the Outcomes Based Framework. s47E(d) advised that a set of materials directed at maturity measurement within the CASG SPOs in floated in 2019 was available as an initial touchstone and that he would pass it on to s47E(d).

Action Item 20210323-05 – s47E(d) to establish a sub committee to review the Outcomes Based Framework Training Modules Delivery subsequent to the training pilots being undertaken and to advise on Outcomes Based Framework training delivery moving forward for the MSP-SPPMO.

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 23 MARCH 2021

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Agenda item 5: Other Business

29. **SPS Services** – s47E(d) [REDACTED]
30. **Veterans** – s47E(d) asked that MSPs continue to work with veteran organisations to gauge the market in that space but that there was no formal reporting arrangements in place at this time.
31. **Indigenous Capacity Building** – s47E(d) asked that MSP continue to seek out opportunities to engage with indigenous based service providers so as to supplement the MSP Model resource base, to the extent possible, to align with governmental policy targets.

Meeting closed at 4.00pm.

Attachments

s22 [REDACTED]

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 30 APRIL 2021

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MINUTES OF MSP-SPPMO OPERATIONS BOARD MEETING 2020-21 8

FRIDAY 30 APRIL 2021

PWC – 28 SYDNEY AVE FORREST, ACT

2.30PM TO 4.30PM

Attendees:

Operations Board Members

s47E(d) - Chair
s47E(d)
s47E(d)
s47F
s47F
s47F

Other Participants

s47F
s47E(d)
s47E(d)
s47E(d)

Apologies:

s47E(d)

Meeting commenced at 2.40pm.

Agenda Item 1: Welcome

1. s47E(d) welcomed all participants to the meeting.
2. The Minutes of the Operations Board Meeting held on 23Mar21 were confirmed.
3. The following MSP-SPPMO Action Items continue to be paused:
 - 20201030-05 – Executive Questionnaire s47E(d) and
 - 20201030-06 - Executive Questionnaire (s47E(d)).
4. The following Action Items were closed:
 - 20210323-02- Finalisation of Change Management Plan (CMP)
 - s47E(d) advised that the CMP has been endorsed by the Operations Board at its meeting on 23Mar21. s47E(d) invited the Operations Board to now consider next steps in introducing the change framework principles into the MSP Program business.
 - 20210323-04- Convene Risk Working Group
 - s47E(d) advised that the Risk Working Group was convened on 20Apr21 to progress the Risk Action Plans. It was noted that this would be reviewed at Agenda Item 3.
5. The following MSP-SPPMO Action Items remain open:
 - 20210323-01 – ESSA Contractual/Administrative Update
 - s47E(d) advised that draft documentation was released to MSPs for comment on 16Apr21. s47E(d) confirmed that responses had yet to be received and invited feedback as soon as possible. s47F advised, subsequent to an initial review, that Team Nova were requesting adjustments/deletions in respect of CPS provisions.

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 30 APRIL 2021

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s47E(d) indicated that he was amenable to such a change and would review in due course. s47E(d) indicated that this item would remain open until the ESSA updates had been executed by all MSPs.

- 20210323-03 - Blueprint MSPPMO coordination
 - s47E(d) advised that the MSP-SPPMO Blueprint Working Group had convened to address outstanding issues and had met on 14Apr21 and 28Apr21. s47E(d) invited the Operations Board to feed up new issues through the Blueprint forum as they arise. s47E(d) indicated that this item is to remain open.
- 20210323-05 - Sub Committee for OBF Training Modules implementation
 - s47E(d) advised that a subcommittee had been formed up to review materials subsequent to the training pilots being undertaken with ATS Branch and to advise on OBF training program/delivery methodology moving forward for the MSP-SPPMO. s47E(d) indicated that this item is to remain open until arrangements for delivery of the OBF training materials to Customers were finalised.

6. s22

Agenda Item 2: Blueprint Progress/Update

7. **FAQs** s47E(d) advised that the FAQs had been uploaded to the SPPMO Landing Page with EDSPPMO approval. s47E(d) advised that the SPPMO had the ability to augment or amend the FAQ as required. s47E(d) advised that a SOP will be prepared to ensure that any changes are authorised by the EDSPPMO. s47E(d) queried when FAQ should be reviewed/updated. s47E(d) suggested that this review should take place quarterly and asked that a standing agenda item be raised for this purpose in April, July, October and January of each year. s47E(d) indicated that this item of the Blueprint activities is now closed.

Action Item 20210430-01 – A quarterly review of FAQ on the SPPMO Landing Page be included as a MSP-SPPMO Standing Agenda Item in April, July, October and January each year and that this be included as an ongoing item on the Blueprint activities review schedule.

8. **SPPMO Structure/Resourcing** – s47E(d)
- s47E(d)
- s47E(d)
- s47E(d) indicated that this item of the Blueprint activities is now closed.
9. **Indigenous Procurement Program (IPP)** – RP advised that this was on hold and that an IPP plan template would be forthcoming when the NIAA received funding to progress the matter.
10. **Budget allocations (SPS)** s47E(d) advised no change in relation to this item s47E(d) advised that this should be resolved in the next week. s47E(d)
- s47E(d)
- s47E(d)
11. **Communications Activities** s47E(d) advised that the designated communications activities in the Blueprint are to be developed with the MSP-SPPMO Communications Team post the MSP Internal Review. In the interim, representatives of the Blueprint Working Group (including s47E(d) from Team Downer) will review the status of nominated items in the Blueprint but will also review the actions required in the MSP-SPPMO Communications Strategy and Implementation Plans before the next Operations Board meeting. s47E(d) indicated that he will attend this meeting.

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 30 APRIL 2021

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12. **Risk Action Plans** – s47E(d) advised that this included the updates informed by the Risk Working Group Workshop held on 20Apr21 and was at Agenda Item 3 for consideration.
13. **Performance Management Framework** – s47E(d) advised no change in relation to this item. s47E(d) asked that the current narrative be changed to reflect the item being “under review as a component of the Internal Review of the MSP Program”.
14. **ESSA Update** – as per the position outlined at Paragraph 5 above.
15. s47E(d)
16. **Other Process Improvements** – s47E(d) advised that a review of the documents listed was being undertaken. Once this stocktake had been completed the SPPMO will provide updated drafts and, where appropriate, consult with MSPs. s47E(d)
s47E(d)
s47E(d)
s47E(d) asked that MSPs review these amendments to ensure they are robust and take into account all key issues. s47E(d)
s47E(d)
s47E(d)
s47E(d)
s47E(d)
s47E(d)
s47E(d)
s47E(d)

Agenda Item 3: Risk Management

17. s47F gave an overview of the Risk Working Group (RWG) Workshop held on 20Apr21 and advised that a number of risks were merged and/or consolidated. Risk owners and preliminary risk actioning officers were allocated. It was noted that the Risk Register was not amended pending input from the Operations Board at this meeting. A number of items were transferred to ‘Risk Issues’.
18. The revised Risk Action Plans document at Attachment 2 was provided before the meeting and takes in account the input of the RWG Workshop held on 20Apr21.
19. s47F advised that the MSP - SPPMO Benefits Profile Template (Attachment 3) would be utilised to clarify the risk profile of the key risks moving forward.
20. s47E(d)
s47E(d)
s47E(d)
s47E(d)
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s47E(d)
s47E(d)
s47E(d)
s47E(d)
21. s47E(d)
s47E(d)

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 30 APRIL 2021

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s47E(d)

22. s47E(d)

23. s47F advised that the Risk Action Plans will be amended taking into account comments and circulate at the next RWG meeting scheduled for 12May21

24. s47E(d) asked that the RWG meet regularly to ensure that risk profiles are accurate and mitigation measures are being consistently undertaken. s47E(d) asked that monthly high level risk reviews be conducted at each Operations Board meeting to monitor progress.

Action Item 20210430-02 – MP-SPPMO to review the Risk Register/Risk Action Plans monthly at Operations Board level.

Agenda item 4: Outcomes Based Framework Training Modules Delivery

25. s47E(d) advised that updates had been circulated to MSP Leads for Modules 1-4 post the recent ATS pilot consultations. s47E(d) asked that any feedback from MSP Leads be directed to s47E(d)

26. s47E(d) noted that the second phase of the ATS pilot consultations would focus on Modules 5-10 and a workshop was scheduled for 10May21.

27. s47E(d) further noted that a date had been reserved (10Jun21) to facilitate a Workshop with all IWP Customer contract managers invited to deliver formal consultations/rollout of the OBF Training Modules into the CASG Customer base.

28. s47E(d) advised that the schedule/methodology for rollout of the OBF Training Modules to the totality of the current 28 IWPs would take place in the second half of the calendar 2021.

29. s47E(d) thanked s47F and s47F (KEY Team) and all others involved for their collaboration and input in relation to this issue.

Agenda item 5: MSP-SPPMO Value for Money Discussion

30. s47E(d)

31. s47E(d)

32. s47E(d)

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 30 APRIL 2021

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33. s47E(d) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
34. s47E(d) [REDACTED]
[REDACTED]
35. s47E(d) [REDACTED]
[REDACTED]
36. s47E(d) [REDACTED]
[REDACTED]
37. s47E(d) [REDACTED]
[REDACTED]
[REDACTED]

Action Item 20210430-03 – Review FAQ for delivery of MSP-SPPMO VfM communications requirements.

Agenda item 5: Other Business

38. **Location of Next Meeting** - s47E [REDACTED] advised that the Operations Board meeting scheduled for 27May21 will be held at QinetiQ Offices at BP. s47E(d) [REDACTED] to advise details in due course.

Meeting closed at 4.30pm.

Attachments

Attachment 1 - MSP-SPPMO Operations Board Action Items

Attachment 2 – Risk Action Plans

Attachment 3 – MSP - SPPMO Benefits Profile Template

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Australian Government
Department of Defence
Capability Acquisition and
Sustainment Group

**MSP-SPPMO
OPERATIONS BOARD
ACTION ITEMS
as at 30 April 2021**

Reference	Action	Who	Due	Status
20200703-01	s47E(d)	MSP Leads	3/8/2020	Closed
20200703-02	Risk Register: discussion and agreement that Risk Register should take the PMO view, to be reflected in the Risk Management Plan. Updated Risk Register, with Aerosafe risks, tabled.	s47F	8/7/2020	Closed
20200703-03	s47E(d)	MSP Leads	ongoing	Closed
20200703-04	<u>Independent Review</u> : draft an op ed piece on MSP model as part of preparation for Independent Review (refer 20200731-04).	s47F	15/7/2020	Closed
20200703-05	<u>Tracker and Outcomes Working Group</u> : Tracker requires re-baselining post 30 June, for the year ahead. Outcomes Working Groups to be held fortnightly and including s47E(d)	s47E(d)	17/7/2020	Closed
20200703-06	As-Is & To-Be: alignment of MSPs to One Defence and First Principles Review (FPR) Objectives. To include FPR in "To Be" plan. Feedback provided by Operations Board with updated As-Is and To-Be versions to be reviewed. Change Management activities to be aligned with the gaps between the 'As-Is' and 'To-Be', with the latter to be informed by the MSP Review (refer 20200925-01).	MSP Leads	25/9/2020	Closed
20200731-01	<u>RACI</u> : Tasks should be divided between Defence and MSP owners. IWP and CP to have dedicated sections.	s47E(d)	28/08/2020	Closed
20200731-02	Risk Assessment: s47E(d) un workshop to confirm and quantify top 10 risks with all MSP Leads.	s47E(d)	30/9/2020	Closed
20200731-03	Elevator Pitch: MSP leads provided feedback to Comms team. to provide comms team with principles on Capability/Capacity Building and Project Delivery by COB 11 September. Elevator Pitch to be resent as part of September meeting minutes (refer 20200925-06).	s47F	25/9/2020	Closed

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20200731-04	<u>Executive Questionnaire</u> : Defence executives, including s47E(d) feedback on survey questions to be provided to s47E(d) as communication artefact.	s47E	30/8/2020	Closed
20200731-05	<u>RACIs</u> : update RACI and add two more, one for IWP and another for s47E(d) Draft IWP RACI tabled and it was agreed a workshop to be arranged with MSP IWP Leads to review and update RACI (20200925-07).	s47F	30/10/2020	Closed
20200828-01	<u>PMO Progress vs Blueprint</u> : progress since May 20 to be captured and tabled at next Operations Board Meeting in relation to Blueprint. MSP Leads to provide feedback on Blueprint report to SP PMO by 7 October 2020.	s47F s47E(d)	7/10/2020	Closed
20200828-02	<u>Communication Implementation Plan</u> : plan is at high level and implementation strategy is under development. s47E(d) to consult with MSPs to advance it - MSPs to provide feedback to s47E(d) by COB 7 September (refer 20200925-04).	s47E(d)	25/9/20	Closed
20200828-03	<u>Net Promoter Score</u> : established the need to access feedback from CASG and address any issues. To be used as baseline to assess the performance of future comms activities. Further development to be provided.	s47F	25/9/20	Closed
20200828-04	<u>MSP Review Terms of Reference</u> : to be distributed by s47E(d) once received. Will be distributed in the coming weeks.	s47E(d)	TBC	Closed
20200925-01	<u>Indigenous Procurement</u> : MSPs to develop a data capturing mechanism for reporting on Indigenous engagement, as a priority for the CoA ¹ .	All MSPs	TBC	Closed
20200925-02	<u>SP PMO Evolution Status for Blueprint</u> : feedback received by s47E(d) and MSPs, updates are required for independent review. Blueprint to be reviewed and actions realigned into homogenous items (e.g. Section 6).	s47F	30/10/20	Closed
20200925-03	<u>Risk Management Framework</u> : consolidate the Risk Management Plan and Risk Register into one document.	s47E(d)	23/10/20	Closed
20200925-04	<u>Communication Implementation Plan</u> : all MSPs to provide final response to s47E(d) by 2 October, for Executive Director SPPMO endorsement.	All MSPs	02/10/20	Closed
20200925-05	<u>Net Promoter Score Questions</u> : provide additional question for the Establishment Questions, to capture the understanding of the MSP model. It was also agreed that the second set of NPS questions relating to Ongoing Management be deferred until 2021.	s47F	09/10/20	Closed

¹ Refer: <https://www.defence.gov.au/EstateManagement/lifecycle/CapitalFacilitiesInfrastructure/IndigenousProcurement.asp>

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20200925-06	<u>Elevator Pitch</u> : final version to be distributed and feedback provided by 9 October.	s47F	09/10/20	Closed
20200925-07	<u>IWP RACI</u> : to be distributed for input and further development, to be chaired at the next meeting. Workshop to be arranged.	s47F	23/10/20	Closed
20201030-01	<u>Risk Register</u> : MSP Lead s47E(d) review the risk register and provide feedback to s47E(d) by COB 13 November.	s47E(d)	26/11/20	Closed
20201030-02	<u>NPS</u> : Communications Team to craft a reminder email to send to participants one week after survey has been sent.	s47E(d)	13/11/20	Closed
20201030-03	<u>Outcomes Training</u> : MSPs to contribute material to Outcomes suite of training, to be distributed and available in the BMS.	All MSPs	26/11/20	Closed
20201030-04	<u>Elevator Pitch</u> : Final version to be published in BMS.	s47E(d)	26/11/20	Closed
20201030-05	<u>Executive Questionnaire</u> : s47E(d) survey feedback to be provided to s47E(d) as communications artefact. Paused until after Independent Review.	s47E	26/11/20	Paused
20201030-06	<u>Executive Questionnaire</u> : s47E(d) and s47E(d) s47E(d) to be contacted for feedback on MSP and provided to s47E(d) as communications artefacts. Paused until after Independent Review.	s47E	26/11/20	Paused
20201030-07	<u>RACI</u> : Incorporation of RACI in IWP contract management plan.	s47E(d)	03/12/20	Closed
20201030-08	<u>Outcomes</u> : liaise with s47E(d) to brainstorm the strategy for presentation of Outcomes. Session to be held 12 December 2020.	s47E(d) / s47F s47F	26/11/20	Closed
20202711-01	<u>PMO Progress vs Blueprint</u> : new version of the Outcomes Blueprint to be distributed to all MSPs. MSP Leads to provide feedback by COB 11 December 2020.	s47E(d)	14/12/20	Closed
20202711-02	<u>Outcomes Training</u> : Workshop to be held to discuss material, delivery of training and consistent approach. s47E(d) to be included. Individual training can be discussed, however is not to be released ahead of the agreed approach.	s47E(d)	14/12/20	Closed
20202711-03	<u>NPS</u> : draft NPS questions for seeking feedback from Member Companies, SMEs and IWP Leads on performance of Defence.	s47F s47E(d)	29/01/21	Closed
20202711-04	<u>Risk Management Plan</u> : workshop on Risk Treatment Plan to be held, with final register to be presented at Operations Board on 19 February 2021.	s47F	19/02/21	Closed
20202711-05	<u>Change Management Plan</u> : to be finalised including changes deriving from Risk Register and presented to the Operations Board 'out of session' in March 2021 for review.	s47E(d)	15/3/21	Closed

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20202711-06	<u>Training material:</u> ^{s47E(d)} to distribute training material to all MSPs for Board Approval on 14 December 2020 as part of MSP PMO training workshop. ^{s47E(d)} to be invited.	s47E(d)	08/12/20	Closed
20210226-01	<u>Progression of ESSA contractual Update:</u> Initial review of status undertaken by SPPMO with a view to executing all required amendments to the ESSA by 14 May.	s47E(d)	14/5/21	Closed
20210226-02	<u>Risk Action Plans:</u> Action plans to be drafted for all 21 identified risks by March Ops Board meeting.	s47E(d) s47F	26/3/21	Closed
20210226-03	<u>Blueprint (FAQ):</u> Material currently on file being reviewed further by the SPPMO and a draft of FAQ submitted to the Operations Board in March for review.	s47E(d)	26/3/21	Closed
20210226-04	<u>Risk Action Plans:</u> Prepare full set of Risk Action Plans for 21 risks identified in the MSP-SPPMO Risk Management Plan for review of the Operations Board in March.	s47E(d) s47F	26/3/21	Closed
20210226-05	<u>Outcomes Based Framework Training Modules:</u> Draft program/methodology (including stakeholder Feedback template) of OBF rollout to be prepared.	s47E(d)	15/3/21	Closed
20210323-01	<u>ESSA Contractual/Administrative Update:</u> Draft ESSA contractual/administrative update circulated to MSPs by 14Apr21 for their review and feedback.	s47E(d)	14/4/21	Open
20210323-02	^{s47E(d)} to finalise the endorsed Change Management Plan for use by the MSP-SPPMO in rolling out the Outcomes Based Framework to Customers.	s47E(d)	9/4/21	Closed
20210323-03	<u>Blueprint MSPPMO coordination</u> ^{s47E(d)} to ensure that Blueprint activities are consulted through an MSP-SPPMO collaborative interface on a regular basis.	s47E(d)	14/4/21	Open
20210323-04	^{s47E(d)} to arrange a meeting of the Risk Working Group meeting prior to the Operations Board meeting scheduled for 30Apr21.	s47E(d)	1/4/21	Closed
20210323-05	^{s47E(d)} to establish a sub committee to review the Outcomes Based Framework Training Modules Delivery subsequent to the training pilots being undertaken and to advise on OBF training delivery moving forward for the MSP-SPPMO.	s47E(d)	9/4/21	Open
20210430-01	A quarterly review of FAQ on the SPPMO Landing Page be included as a MSP-SPPMO Agenda Item in April, July, October and January each year include as an ongoing Item on the Blueprint activities.	s47E(d)	Ongoing	Open
20210430-02	MP-SPPMO to review A Standing Agenda Item - Risk Register/Risk Action Plans monthly at Operations Board level.	s47E(d)	Ongoing	Open
20210430-03	Review FAQ for delivery of MSP-SPPMO VfM communications requirements.	s47E(d)	21/5/21	Open

ACTION ITEMS LISTED ABOVE ARE AS AT 30Apr21

[illegible]

s47E(d)

[illegible]

It also seems not to be included following the RCP Independent Review.

s47E(d)

[illegible]

s47E(d)

[illegible]

MSP - SPPMO Benefits
Benefit Profile

Identified Benefit	Benefit title:		ID:	
	Project Name:		Benefit Type:	
	Project Manager:		Stream:	
	Program Director:		Business Reform Charter:	
	Benefit Owner:		Business Reform Lead(s):	
			Business Reform Manager:	

Benefit Detail and Quantification	Description	Current State:					
		Proposed State:					
	Observable Outcomes <i>What are the verifiable differences that will be noticeable?</i>	O1.					
		O2.					
		O3.					
		O4.					
	Attribution <i>Where will this benefit arise?</i>						
	Assumptions						
Measurement <i>How and when will the achievement of the benefit be measured</i>	Metric	Type	Key Performance Indicator (Current and Future State)	Measurement Method	Calculation	Value	Time Period
	Time Saving	Non-Cashable	M1.	(A) x (B) x (C) = (D)			Per Year
			Source: 1. 2.	Assumptions: 1. 2.			
	Time Saving	Non-Cashable	M2.	(A) x (B) x (C) = (D)			Per Year
			Source: 1. 2.	Assumptions: 1. 2.			
	Total Benefit Value \$ - Per Year						

Enablers	Strategic Enablers:	
	Key Change Activities: (Dependencies)	

MSP - SPPMO Benefits

Benefit Profile

Identified Risks and Issues Benefit Performance	ID	Risk Title	Risk Cause	Consequence Rating	Likelihood Rating	Level of Risk			Target Risk Rating
	1			Moderate	Possible	Medium			Low
	2			Minor	Possible	Medium			Low
	3			Insignificant	Unlikely	Low			Low
	4								
	5								
	ID	Issue Title	Issue Cause	Owner		Consequence Rating	Treatments	Comments / Progress	
	1								
	2								
Benefit Performance <small>Level of risk associated with the achievement of the benefit</small>		Overall Risk to Benefit	Forecasted Level of Benefit Realisation Based on overall risk to this benefit				Forecasted Level of Value		
		Medium	Medium = 58% of the total value of \$0 is forecasted.				\$	-	

Reference Table Data

Risk Percentage Lookup Table		%
Extreme		85%
High		65%
Medium		50%
Low		25%

Benefit Performance Rating Calc		%
Unachievable		15%
Extreme		25%
High		35%
Medium		50%
Low		75%
Nil		100%

Risk Factor	42%
Issue Factor	6%

Risk Rating Lookup Data Below DO NOT DELETE						
	Insignificant	Minor	Hidden Column > J			
			Moderate	Severe		
Almost Certain	Medium	High	High	Extreme		
Likely	Medium	Medium	High	Extreme		
Possible	Low	Medium	Medium	Extreme		
Unlikely	Low	Medium	Medium	High		
Rare	Low	Low	Medium	High		

Validation Lists DO NOT DELETE			
Metric	Type	Issue List	%
Labour Saving	Cashable	Severe	90%
Cost Saving	Non-Cashable	Major	80%
Time Saving	Intangible	Minor	40%
Resource Saving	Other	Minor	40%
Information Quality		Insignificant	20%
Other			

Minutes of MSP-SPPMO OPERATIONS BOARD – WEDNESDAY 26 MAY 2021

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MINUTES OF MSP-SPPMO OPERATIONS BOARD MEETING 2020-21 9

WEDNESDAY 26 MAY 2021 - 14:30 - 16:30

QINETIQ – L3, 12 BRINDABELLA CCT, BP

Attendees:

Operations Board Members

§47E(d) - Chair
§47E(d)
§47F
§47F
§47F
§47F

Other Participants

§47F
§47E(d)
§47E(d)
§47E(d)
§47E(d)

Apologies:

Nil

Meeting commenced at 14:30

Agenda Item 1: Welcome

1. §47E(d) welcomed all participants to the meeting.
2. The Minutes of the Operations Board Meeting held on 30Apr21 were confirmed.
3. The following MSP-SPPMO Action Items continue to be paused pending the outcome of the independent review:
 - 20201030-05 – Executive Questionnaire §47E(d)
 - 20201030-06 - Executive Questionnaire §47E(d)
4. The following Action Items were closed:
 - 20210323-05 – Outcomes based framework training modules.
 - §47E(d) has received the final training packages based on the workshop that was carried out with the end-users. These will be available for all to utilise. Still looking at a potential date of 10 June 21 for training to occur but will confirm the availability of the IWP leads. This training will be held both online and face-to-face.
 - 20210430-01 – Quarterly review of FAQ's on SPPMO landing page.
 - §47E(d) advised that this action item is now included in MSP Blueprint as a BAU action.
5. The following MSP-SPPMO Action Items remain open:
 - 20210323-01 – ESSA Contractual/Administrative Update
 - Item to be updated to indicate that SP PMO has received feedback from MSP's and that SPPMO are finalising in accordance with this feedback received. Matters relating to CPS will remain unchanged but will be reviewed once the outcomes of the independent review have been received.
 - 20210323-03 - Blueprint MSPPMO coordination

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Minutes of MSP-SPPMO OPERATIONS BOARD – WEDNESDAY 26 MAY 2021

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- s47E(d) indicated that this item is to remain open s47E(d) advised that the MSP-SPPMO Blueprint Working Group is meeting fortnightly to discuss implementation of agenda items. s47E(d) advised that this meeting be brought into alignment with the current regular Monday morning Strategic Panels MAP Regular Forum meetings to be discussed fortnightly.
- 20210430-03 – Review FAQ for delivery of MSP-SPPMO VFM communications requirements.
 - s47E(d) advised that s47F was going to look at the VFM statement in the FAQ's.

6. s22

Agenda Item 2: Blueprint Progress/Update

7. **FAQ Quarterly Reviews** - s47E(d) restated that the FAQs update and review is now a BAU item in the Blueprint as a standing agenda item as per Action Item 20210430-01:

Action Item 20210430-01 – A quarterly review of FAQ on the SPPMO Landing Page be included as a MSP-SPPMO Standing Agenda Item in April, July, October and January each year and that this be included as an ongoing item on the Blueprint activities review schedule.

8. **Indigenous Procurement Program (IPP)** – s47E(d) advised that he recently liaised with the NIAA where he was advised that they have successfully passed the first level of approvals for funding. The next level is expected mid-June. The required IPP portal changes will be made once the NIAA receive this funding.
9. **Budget allocations (SPS)** – s47E(d)
s47E(d) The financial approvals for FY21/22 have been signed off and approved with purchase orders imminent. s47E(d) advised that this item be closed.
10. **Communications activities** – s47E(d) Advised that we are at the second point of a three staged communication strategy, i.e., (i) pre plan - which is done (ii) build plan; and (iii) consolidation.
s47E(d)
s47E(d) s47E(d) advised that the Minister will be advised of the outcomes of the review as well as a statement on the review s47E(d) advised that good news stories and case studies can be added to SP PMO landing page pending the outcomes of the MSP review.
11. **Risk Action Plans** s47E(d) advised that this item be closed out in the Blueprint - Reference Agenda Item 3.
12. **Performance Management Framework** – Sitting with s47E(d) on hold pending the outcomes of the independent review.
13. **ESSA Update** – as per the position outlined at Paragraph 5 above.
14. s47E(d)
s47E(d)
15. **Other Process Improvements** – s47E(d) advised that process improvement templates under review and allocated to SP PMO staff
16. s47E(d) thanked all who have helped in the ongoing work related to the Blueprint and asked that thanks be passed on to respective teams.

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Agenda Item 3: Risk Management

17. s47F gave an overview of the Risk Working Group (RWG) Workshop earlier in the week where the number of risks was finalised, prioritised and reduced to three high priority risks. Post the MSP independent review there will be another look at the risks. Risk owners and preliminary risk actioning officers were allocated.
18. Once the high risks have been mitigated there will have to be another risk assessment.
19. The risk register started with 22 risks but has now been reduced to seven to treat.
20. s47F recommends that once everyone has endorsed their actions over the next two months, at the August Operational Board Meeting there will be an opportunity to look at the three extreme risks.
21. s47F recommends that the document needs to be kept in a place where there is strict version control and everyone can have access to it. s47E(d) advised that GovTeams be used for this purpose.
22. s47F – columns Y, Z and AA is what will be referred to at Boards Meetings.
23. s47E(d) thanked everyone for the input into the risk register and acknowledged that a lot of work has gone into this.

Action Item 20210430-02 – MP-SPPMO to review the Risk Register/Risk Action Plans monthly at Operations Board level.

Agenda item 4: Outcomes Based Framework Training Modules Delivery

24. s47E(d) Material has gone through many changes and after many meetings and workshops feedback has been pulled together to promote ten proposed modules. There is scope to tailor to a particular IWP built upon the base materials.
25. s47E(d) – important to deliver material collaboratively. s47F – acknowledged that collaboration and working in partnership is key i.e. to work together with the Commonwealth to understand the needs of the customer.
26. s47E(d) advised the feedback was invaluable as demonstrated at recent workshops.
27. s47E(d) – current working group that has been set up has the task to work out how best to roll out this activity.
28. s47E(d) requested meetings with MSP's to come up with a plan to allocate one IWP to each MSP for pilot training leading into online training. s47E(d) confirmed that the aspiration is to have this training delivered online with the support of Defence Learning Branch.
29. s47F said that it would be helpful to distribute the list of current IWP's indicating whether or not they have done the training.
30. s47E(d) advised that it might be better to postpone the delivery of the pilot training proposed for 10 June 21 pending the outcomes of the independent review.

Agenda item 5: Other Business

31. s47F discussed the SPPMO Benefits Profile template – how it will be populated and utilised.

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Minutes of MSP-SPPMO OPERATIONS BOARD – WEDNESDAY 26 MAY 2021

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32. s47F suggested that at the next Board Meeting s47F identify the benefits and how it would be of benefit and show the board how the template works and how we can identify the benefits profile and risks associated.
33. s47E(d) requested that a Standard Operating Procedure (SOP) be developed which details how to identify a benefit and utilise the template.
34. s47F and s47F to work on this over the next few weeks and advise the Board at the next meeting.
35. s47E(d) requested s47E(d) to arrange venue for a farewell for dinner for s47E(d) farewell.
36. Meeting closed s47E(d) thanked all for their attendance and participation.
37. **Location of Next Meeting** - s47E(d) to advise details in due course.

Action Items

1. s47E(d) Blueprint working group meeting be brought into alignment with the current regular Monday morning Strategic Panels MAP Regular Forum meetings to be discussed fortnightly.	Due date: by Monday 14Jun21
2. s47E(d) and s47F to align the current Blueprint and the current risk register so that risks linked to Blueprint items can be allocated to the relevant person allocated to specific tasks.	Due date: prior to June Board Meeting
3. s47E(d) To set up meetings with MSP's for the purpose of planning a timeline for the four separate training activities, i.e. allocation one IWP per MSP to plan delivery on pilot program for training delivery.	Due date: Before 18 Jun 21
4. s47F and s47F to work on <i>SPPMO Benefits Profile</i> template operational guide for next board meeting in June.	Due date: prior to June Board Meeting

Meeting closed at 15:50.

Attachments

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 30 JULY 2021

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MINUTES OF MSP-SPPMO OPERATIONS BOARD MEETING 2020-21 01

FRIDAY 30 JULY 2021 - 14:30 - 16:30

QINETIQ – L3, 12 BRINDABELLA CCT, BP

Attendees:

Operations Board Members

s47E(d) - Chair
s47F (dial in)
s47F
s47F

Other Participants

s47F
s47E(d)
s47E(d)
s47E(d) (dial in)
s47E(d) (dial in)
s47F
s47F
s47E(d)
s47E(d)

Apologies:

s47F - Nova

Meeting commenced at 14:30

Agenda Item 1: Welcome

1. s47E(d) welcomed all participants including particular welcome to s47F and s47F who were attending for the first time and thanked QinetiQ for hosting the meeting.
2. The Minutes of the Operations Board Meeting held on 26May21 were confirmed.
3. The following MSP-SPPMO Action Items continue to be paused pending the outcome of the independent review:
 - 20201030-05 – Executive Questionnaire s47E(d)
 - 20201030-06 - Executive Questionnaire s47E(d)
 - It was noted by s47E(d) that s47E(d) is no longer with Defence.
4. The following Action Items were closed:
 - 20210323-01– ESSA Contractual/Administrative Update
 - s47E(d) – sent out for signature, nil returns to-date.
 - 20210323-03 – Blueprint coordination
 - s47E(d) there is now a fortnightly Blueprint meeting.
 - 20210430-02 - Risk Register/Risk Action Plans monthly at Operations Board level.
 - Standing item
 - 20210430-03 – Review FAQ for delivery
 - Will be discussed in this meeting and made a BAU item.

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 30 JULY 2021

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5. The following MSP-SPPMO Action Items remain **open**:

- Nil

6. ^{s22}
[REDACTED]

Agenda Item 2: Blueprint Progress/Update

7. **FAQ Quarterly Reviews** – ^{s47E(d)} stated that the FAQs quarterly update, based on various questions received by the SPPMO, has been distributed for comment and review and requested feedback to him by Friday 6 Aug21 as per Action Item 20210730-01:

Action Item 20210730-01 – Feedback on quarterly updated FAQs to be provided to SPPMO.

8. **Indigenous Procurement Program (IPP)** – ^{s47E(d)} advised that funding has been approved for the NIAA and SPPMO will provide updates as progress is made ^{s47E(d)} has sent emails out to MSPs requesting reporting data, responses due by 8 Aug 21.
9. **Communications activities** ^{s47F} advised that he has sent good news stories to ^{s47E(d)} and is waiting for advice on when to release. There are three streams for release IAW the communications plan that was agreed to late last year, they are: good news stories/case studies and proposed event brief ^{s47F} suggested to release in this order in September.
10. **Risk Register/Action Plans** – Reference Agenda Item 3.
11. **Performance Management Framework** ^{s47E(d)} advised that this item be closed out in the Blueprint, will become part of the post review implementation plan.
12. **ESSA Update** – ESSA updates have been distributed – SPPMO waiting for responses.
13. ^{s47E(d)}
[REDACTED]
14. **Other Process Improvements** – ^{s47E(d)} advised that the SPPMO CASG BMS intranet web page was updated to the current CASG standard. It now has lots of useful information that is available to the IWPs. SPPMO are working on other documents, such as the contractor off boarding process

Agenda Item 3: Risk Management

15. ^{s47F} advised that she will talk about the top three prioritised risks, which have since been updated, but asked that anyone who has a risk action item against them to please update the status of the risk in the register or send her an update and she will update the status.
16. **Priority 1 risk - Lack of Leadership from the senior executives on the direction of the utilisation of MSP Model:** Everything in this risk is green except for BMS update but this will now be changed to completed (blue) due to this being completed this week.
17. **Priority 2 risk - Inability to understand and define scope:** Outcomes training modules have been completed. SPPMO and MSP Leads to deliver MSP Outcomes is in progress with all the MSPs are in process of scheduling in times for their chosen SPO. SPPMO MSP's to provide guidance and support to customer and IWP leads in transitioning to outcomes is currently underway.
18. **Priority 3 risk - Capability Manager Value Outcomes:** Item 1 status changed to green (on track) ^{s47E(d)} to be briefed regularly on the MSP program performance. ^{s47E(d)}
^{s47E(d)}
^{s47E(d)}
^{s47E(d)} stated that it is yet to be determined how this will be measured. ^{s47E(d)}

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 30 JULY 2021

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s47E(d)

s47F was invited by s47E(d) to discuss the **Benefits Realisation activity**: s47F distributed a *MSP SPPMO Benefits – Benefits Profile* template to the meeting members showing an example of what a completed version would look like titled: *What are the key benefits of Outcomes Based Training*. There was then a general discussion on the template s47F finished off by saying that her and s47F will work on this example template and distribute to all.

Agenda item 4: Outcomes Based Framework Training Modules Delivery

19. s47E(d) requested that once Outcomes Based training has been identified and scheduled to advise himself and s47E(d) so that they can be at the training, therefore indicating that it is the MSP PMO delivering the training along with our partners.
20. s47E(d) requested that the IWP provide examples of what they would like as outcomes of the training with a view to including these examples in their next IWP Schedule 7.
21. s47E(d) – Suggested that rather than benign examples, it would more beneficial to have relevant examples included in the training in order to obtain buy-in of the area.
22. There was then a general discussion around training, timings and venues.
23. s47E(d) suggested s47F lead the Downer training in the physical absence of the new Downer MSP lead s47F due to NSW COVID-19 lockdown restrictions.

Action Item 20210730-02 - MSPs to choose one IWP for the delivery of outcomes based training and proposed timing for the activity to be conducted over two half days.

Agenda item 5: Other Business

24.

s47E(d)

25.

s47E(d)

26. Meeting closed s47E(d) thanked all for their attendance and participation.

27. **Location of Next Meeting** – KBR, Phillip ACT 27 Aug21

Action Items

1. MSPs: Feedback on quarterly updated FAQs to be provided to SPPMO.

Due date: by Friday 6 Aug21

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Minutes of MSP-SPPMO OPERATIONS BOARD – FRIDAY 30 JULY 2021

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2. MSPs: Outcomes based training - MSPs to choose one IWP for the delivery of outcomes based training and practical advice that may feed into their Schedule 7s

Due date: by Friday 6 Aug21

Meeting closed at 16:15

Attachments

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Minutes of MSP-SPPMO OPERATIONS BOARD – THURSDAY 26 AUGUST 2021

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MINUTES OF MSP-SPPMO OPERATIONS BOARD MEETING 2020-21 02

THURSDAY 26 AUGUST 2021 - 14:30 - 16:30

TEAM KEY - MICROSOFT TEAMS (VIRTUAL MEETING)

Attendees:

Operations Board Members

s47E(d) - Chair
s47F
s47F
s47F

Other Participants

s47F
s47F
s47E(d)
s47F
s47F
s47E(d)
s47E(d)

Apologies:

s47F - KEY Team
s47F - Team Nova

Meeting was hosted by KEY Team via *MS Teams* and commenced at 14:30.

Agenda Item 1: Welcome

1. s47E(d) welcomed all participants and thanked KEY Team for hosting the meeting.
2. The Minutes of the Operations Board Meeting held on 26 May21 were acknowledged and confirmed.
3. The following MSP-SPPMO Action Items continue to be **paused** pending the outcome of the independent review:
 - Nil
4. The following Action Items were **closed**:
 - 20201030-05 – Executive Questionnaire: s47E(d) survey feedback to be provided to s47E(d) as communications artefact.
 - 20201030-06 – Executive Questionnaire: s47E(d) to be contacted for feedback on MSP and provided to s47E(d) as communications artefacts.
5. The following MSP-SPPMO Action Items remain **open**:
 - 20210730-01 - Feedback on quarterly updated FAQs to be provided to SPPMO.
 - SPPMO collating responses. Once reviewed to be added to current FAQs on SPPMO web page.
 - 20210730-02 - Outcomes based training.
 - MSPs to choose one IWP for the delivery of outcomes based training and practical advice that may feed into their Schedule 7s.
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Agenda Item 2: Blueprint Progress/Update

7. **FAQ Quarterly Reviews** – s47E(d) stated that the FAQs quarterly update, based on various questions received by the SPPMO, has been distributed for comment and review and requested feedback to him by Friday 6 Aug21 as per Action Item 20210730-01:

Action Item 20210730-01 – Feedback on quarterly updated FAQs to be provided to SPPMO.

8. **Indigenous Procurement Program (IPP)** – s47E(d) advised that funding has been approved for the portal to be updated, the NIAA and SPPMO will provide updates as progress is made. s47E(d)

s47E(d)

9. **Communications activities** – s47F advised no change from last meeting. Good news stories have been sent to s47E(d), waiting for advice on when to release. There are three streams for release IAW the communications plan that was agreed to late last year, they are: (i) good news stories (ii) case studies, and (iii) proposed event brief. s47E(d) advised that a case studies area will be set up on the SPPMO intranet page but is awaiting approval from senior management for this to occur. s47E(d) likes the look of them and does not foresee any changes that would need to be made but it's a matter of working out how they will be put up on to the web page.
10. **Risk Register/Action Plans** – It was agreed that this item be closed off in the Blue Print. Reference agenda Item 3.
11. **Outcomes Based Framework Training** – MSPs to nominate and advise timing and target of proposed training. Reference Blue Print item 8 (highlighted in red).

12.

s47E(d)

13. **Other Process Improvements** – s47E(d) advised that on and off boarding process documents have been sent to the MSPs for comment and review by Friday 27 Aug21. SPPMO are working on other documents as a BAU activity. s47E(d)

s47E(d)

Agenda Item 3: Risk Management

14. In the absence of s47F s47E(d) recapped some highlights from the risk workshop that he attended held earlier in the week.
15. s47E(d) then stepped through each of the risks in the *MSP SPPMO Risk Treatment Implementation Plan* with a brief summary of each of the points which are noted in **Attachment 2** – Risk Action Plans.
16. s47E(d) noted that there will be a change to the actioning officer where s47E(d) currently is due to his departure from the SPPMO. There will be an announcement in the near future as to who will move into this EL1 position.
17. **Priority 4 risk** – Value Proposition: A number of these actions have been completed. s47F noted that he and s47F went through the benefits analysis model and updated the number of IWPs and relevant financials and believes it to be a useful tool moving forward. s47F proposed a

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Minutes of MSP-SPPMO OPERATIONS BOARD – THURSDAY 26 AUGUST 2021

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workshop in September. s47E(d) suggested that there could be some interesting points come out of the MSP independent review that is currently being finalised regarding the question of what is value for money.

18. **Priority 1 risk – Lack of leadership:** s47E(d)
19. **Priority 2 risk – Transition to outcomes:** s47E(d) suggested that MS Teams meeting could be set up (rather than face-to-face) for outcomes based training. s47E(d) advised that he anticipates the ability to employ additional staff within the SPPMO which will assist in the transition to outcomes.
20. **Priority 5 risk – Reputation:** Communication Plan is in place, case studies will be published on the intranet page before s47E(d) departs and a number of other items in this risk have been closed off.

Agenda item 4: Outcomes Based Framework Training Modules Delivery

21. s47E(d) requested that once Outcomes Based training has been identified and scheduled to advise himself and s47E(d) so that a member of the SPPMO can be at the training, this will reinforce that this is a joint program with our MSP partners.
22. s47E(d) requested that s47E(d) provide a good handover to his replacement.
23. There was then a general discussion around training, timings and venues.

Agenda item 5: Other Business

24. s47E(d)
25. There followed a general discussion on review implementation, MSP IWP reporting and standardisation and related issues.
26. **Introduction of s47F (Team Downer):** s47F introduced s47F who will be involved in future Operation Board meetings and activities as the Team Downer director of business operations. s47E(d) welcomed any other members from partner companies to join the operational board so as to understand the MSP Program better.
27. s47E(d)
28. Meeting closed and s47E(d) thanked all for their attendance and participation.
29. **Location of Next Meeting – TBA**

Action Items

1. MSPs: Outcomes based training - MSPs to choose one IWP for the delivery of outcomes based training.	Due date: by Friday 3 Sep21
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Minutes of MSP-SPPMO OPERATIONS BOARD – THURSDAY 26 AUGUST 2021

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2. SPPMO FAQ review and comment	Comments received, being reviewed by EDSPPMO for publication.
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Meeting closed at 16:15

Attachments

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MINUTES OF MSP-SPPMO OPERATIONS BOARD MEETING – FRIDAY 24 SEPTEMBER 2021

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MINUTES OF MSP-SPPMO OPERATIONS BOARD MEETING 2020-21 03

FRIDAY 24 SEPTEMBER 2021 - 14:30 - 16:30

TEAM KEY - MICROSOFT TEAMS (VIRTUAL MEETING)

Attendees:

Operations Board Members

s47E(d) - Chair
s47F - Jacobs Beca
s47F - Team Nova
s47F - Team KEY

Other Participants

s47F
s47F
s47F
s47E(d)
s47F
s47F
s47E(d)
s47F
s47E(d)
s47F
s47E(d)

Apologies:

s47F - Team Downer

Meeting was hosted by Jacobs Beca via *MS Teams* and commenced at 14:30.

Agenda Item 1: Welcome

1. s47E(d) welcomed all participants, especially s47E(d) and s47E(d) to their first board meeting, and welcomed s47E(d) to the Team. s47F will represent Team Downer as s47F sent his apologies.
2. The Minutes of the Operations Board Meeting held on 26 Aug 21 were acknowledged and confirmed.
3. The following MSP-SPPMO Action Items continue to be **paused** pending the outcome of the independent review:
 - Nil
4. The following Action Items were **closed**:
 - 20210730-01 – Feedback on quarterly updated FAQs to be provided to SPPMO
 - 20210730-02 – Outcomes based training - MSPs to choose one IWP for the delivery of outcomes based training and practical advice that may feed into their Schedule 7s
5. The following MSP-SPPMO Action Items were **opened**:
 - 20210924-01 s47F (Downer) and s47F (KEY) to arrange half-day working groups on risk and benefits
 - 20210924-02 - Working Group Terms of References to be produced by MSPs against allocation [Ref: s47F mail 28 Sep21 11:28]
6. s22

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MINUTES OF MSP-SPPMO OPERATIONS BOARD MEETING – FRIDAY 24 SEPTEMBER 2021

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Agenda Item 2: Blueprint Progress/Update

7. **FAQ Quarterly Reviews** – This item was closed as per Action Item 20210730-01.
8. **Indigenous Procurement Program (IPP)** – s47E(d) advised that funding has been approved for the portal to be updated, the NIAA and SPPMO will provide updates as progress is made. s47E(d) has provided NIAA with a hand over including s47E(d) details due to s47E(d) immanent departure from SPPMO. s47E(d)
9. **Communications activities** – Good news stories have been sent to s47E(d) and he has reviewed them and is working with s47E(d) to get them up on the SPPMO web page. s47E(d) advised that the other good news stories from s47E(d) and s47E(d) are on hold until the publication of the outcomes of the MSP independent review. s47E(d) also advised that s47E(d) has recently made comments favourable to the MSP Program to Land Systems Division in Melbourne. s47E(d)
10. **Risk Register/Action Plans** – s47F advised that there is no update to the Risk Register but will set up a meeting to discuss in first week of October.
11. **Outcomes Based Framework Training** s47E(d) advised to change Blueprint status from red to green as training sessions have been arranged by MSPs s47E(d) also offered his assistance to engage with stakeholders if required.
12. s47E(d)
13. **Other Process Improvements** – s47E(d) advised that this is an ongoing activity by s47E(d) and s47E(d). s47E(d) acknowledged the good work done to get these quality documents developed and approved. Once documents are created and approved the review process of these documents will commence.
14. SPPMO Blueprint Status as at 28 September 21 - Post Ops Board Meeting **Attachment 3**.

Agenda Item 3: Risk Management

15. As per paragraph (10) s47F advised that there is no change in status to the Risk Register but will set up a meeting to discuss in first week of October.
16. The MSP-SPPMO Operations Board Action Items as at 26 Aug21 is at **Attachment 2**.

Agenda item 4: Outcomes Based Framework Training Modules Delivery

17. This item was discussed at paragraph (11) s47F ad a question regarding IWP training session timings asking s47E(d) if there was a requirement to get at least one training session done by a certain date s47E(d) advised that a realistic time frame would be measured in months but there is a need to be realistic, especially due to the conditions faced under COVID-19. There was then a general discussion around training, timings and venues.

Agenda item 5: Other Business

18. **Monthly Sharpeners have been cancelled until at least Nov 21:** When these commence it would be good to get together to give s47E(d) a farewell recognising his contribution to the Program.
19. **Update on Working Groups:** s47E(d) invited s47F to provide an update on Risk and Benefits Working Groups. s47E(d) roposed that future Workshops be held over two half days and incorporate both Risk and Benefits. s47F and s47F will arrange this and contact all MSP leads to invite and contribute. s47F then outlined the five categories of risks that have been proposed at a recent meeting between s47F and s47F that can have many benefits with costings attached to each.

MINUTES OF MSP-SPPMO OPERATIONS BOARD MEETING – FRIDAY 24 SEPTEMBER 2021

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20. **Benefits Terms of Reference (TOR):** s47F will be distribute draft TOR document for review and acceptance, this will be based on the Operation Board TOR. s47E(d) hen provided clarity on the purpose of these TOR's and Working Groups and how they relate to his expectations regarding the running of the Operational Board. There was then a general discussion on this subject.

s47E(d) sought and received agreement that each MSP lead will produce a TOR for each allocated Benefit by the 15 October leading up to the next meeting on 29 Oct.

Benefits – Team Downer

Communications – Jacobs Beca Team

Risk Management – KEY Team

Training – Team Nova

Governance (including Net Promoter Score) – CoA

21.

s47E(d)

22.

s47E(d)

23. Meeting closed and s47E(d) thanked all for their attendance and participation.

24. **Location of Next Meeting** – Team Downer - MS Teams

Action Items:

1. s47F (Downer) and s47F (KEY) to arrange half-day working groups on risk and benefits	25. Due date: by 20/10/21
2. Working Group Terms of References to be produced by MSPs against allocation [Ref: s47F email 28 Sep21 11:28]	26. Due date: by 15/10/21

Meeting closed at 16:15

Attachments

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MINUTES OF MSP OPERATIONS BOARD MEETING – FRIDAY 29 October 2021

MINUTES OF MSP OPERATIONS BOARD MEETING 2020-21 04

FRIDAY 29 OCTOBER 2021 - 14:30 - 16:30

TEAM DOWNER - CQ LEVEL 3, 68 NORTHBOURNE AVE CANBERRA

Attendees:

Operations Board Members

s47E(d) - Chair
s47F - Jacobs Beca
s47F - Team Nova
s47F - Team KEY
s47F - Team Downer

Other Participants

s47F
s47E(d)
s47F
s47E(d)
s47F
s47F
s47E(d)
s47E(d)

Apologies:

s47E(d) - SPPMO

Meeting was hosted at Downer's Civic office and via *MS Teams* commencing at 14:30

Agenda Item 1: Welcome

1. s47E(d) welcomed all participants who were present at the Downer facility as well as the participants who attended via MS Teams.
2. The Minutes of the Operations Board Meeting held on 24 Sep 21 were acknowledged and confirmed.
3. The following MSP Operations Board Action Items remain **open**:
 - 20210924-01 (s47F Downer) and (s47F KEY) to arrange half-day working groups on risk and benefits.
4. The following Action Item was **closed**:
 - 20210924-02 – Working Group Terms of References to be produced by MSPs against allocation – all TOR's have been submitted.
5. The following new MSP Operations Board Action Items were **opened**:
 - 20211029-01 – Outcomes Training tailoring workshop - (s47F) to arrange a workshop to discuss tailored training programs to suit audience (s47E(d) or (s47E(d) to participate). (s47F) and (s47F) to get together during the week ending 5 Nov to plan the workshop
 - 20211029-02 – Risk Management Workshop – (s47F) to advise on location and timing
 - 20211029-03 – Training Workshop – (s47F) to advise on date and time for Working Group
 - 20211029-04 – Benefits Working Group – (s47F) to advise on date and time, after the Risk meeting but before the next Operational Board Meeting on 2 December 21
 - 20211129-05 – COVID reporting on workplace attendance - EDSP to send out an updated spreadsheet for returns to SPPMO by COB each Thursday

MINUTES OF MSP OPERATIONS BOARD MEETING – FRIDAY 29 October 2021

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6. s22

Agenda Item 2: Blueprint Progress/Update

7. **Indigenous Procurement Program (IPP)** – s47E(d) seeking contacts within NIAA
8. **Communications activities** s47E(d) will attempt to reach out to s47E(d) and s47E(d). The newly appointed Materiel Procurement Branch Head, s47E(d) may be able to assist with this activity. On hold until the publication of the outcomes of the MSP independent review.
9. **Risk Register/Action Plans** – s47F advised that there is no update to the Risk Register but will set up a meeting to discuss in first half of November 21.
10. **Outcomes Based Framework Training** – s47E(d) advised ASC Branch training completed and trying to look at options for face-to-face training in future. Important to engage with the area intended to receive training to gauge the knowledge level of the participants in order to tailor the training to suit the audience. s47E(d) also advised that s47F and s47F are looking at developing a more tailored approach for when there is a more mature audience that will receive the training. s47E(d) also advised that it is important that the person who puts forward the items for discussion actually attends the training.
- s47F commented, now that the operational board has sub committees we could get together before Christmas to discuss the training and how it could be tailored to suit the varied needs of customers as he is getting a wide variety of messages from different customers that indicate there is a need to be very specific with each customer depending on where they're at.
- s47E(d) summed up that the conversation with the area intended to receive the training is essentially to determine whether they are mature users of the MSP Program or if they are new to the MSP Program.
- Action Item 20211029-01** – Outcomes Training tailoring workshop - s47F to arrange a workshop to discuss tailored training programs to suit audience s47E(d) or s47E(d) to participate) s47F and s47F to get together during the week ending 5 Nov to plan the workshop*

11. SPPMO Blueprint Status as at 29 October 21 - Post Ops Board Meeting **Attachment 3**.

Agenda Item 3: Risk Management

12. s47F advised that there is no change in status to the Risk Register but will set up a meeting to discuss in second week of November.
13. The MSP Operations Board Action Items as at 26 Aug21 is at **Attachment 2**.

Agenda item 4: Outcomes Based Framework Training Modules Delivery

14. This agenda item was not discussed.

Agenda item 5: Operations Board Working Groups

15. **Risk Working Group (Team KEY):** s47F advised that the purpose of the Risk Working Group is to review and update the strategic risk management plan including any operational requirements. s47F apologised for not holding a Risk Management workshop since the last Board meeting. s47F recommended that risk plan could be reviewed for endorsed within the Operational Board.
16. The Risk working Group will also determine alignment against the objectives of the (MSP) Program and the ESSA.

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17. s47F proposed that the Risk Working Group meeting to be held every two months rather than monthly. Then on the third month the Risk plan is presented to the Board for review.
18. s47E(d) sought agreement on this proposal and it was agreed by all.
19. s47E(d) asked all Board members to read the Risk TOR and provide feedback to s47F
20. It was discussed and agreed that some of the actionable risks items be moved into the Blueprint for action and reviewed every fortnight.
21. There was then a general discussion regarding risk.

Action Item 20211029-02 – Risk Management Workshop 12 Nov21 (AM) – s47E(d) to advise on location and timing.

22. **Training Working Group (Team Nova):** s47F advised that the purpose of this Working Group is to standardise and track training using feedback from delivered training to improve and tailor delivery. s47F proposed monthly meetings commencing on Friday 5 Nov21.
23. s47F commented that it is important and desirable to standardise language within the training as different areas use different terminology.

Action Item 20211029-03 – Training Working Group – s47F to advise on date and time for Working Group sometime before the next Operational Board Meeting.

24. **Communications Working Group (Jacobs Beca Team):** s47F summarised the purpose and role of this Working Group referring to the Communications TORs. Attendees will include a representative from each consortia and s47E(d) and s47E(d) to be included.
25. s47F proposed fortnightly meetings and s47E(d) suggested inclusion in the Blue Print meeting.

26. s47E(d)

27. s47E(d) suggested that the current communication plan be reviewed in early February 2022 rather than this year. This is because the finding of the Review won't be released until later in November.

28. s47E(d)

29. **Benefits Working Group (Team Downer):** s47E(d)
s47E(d) The Working Group will have a representative from each MSP and will meet monthly commencing early in the New Year after the Risk meeting.

Action Item 20211029-04 – Benefits Working Group – s47F to advise on date and time after the Risk meeting but before the next Operational Board Meeting on 2 December 21.

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30. The Chair then made some general comments and observations about all the TOR's indicating that terminology in all TORs should be consistent across all Committees, the SPPMO Governance TOR is not required because it operates within the TORs of the Operations Board and the ESSA.
31. s47E(d) also reinforced the importance of communication and partnership between the IWPs, SPPMO and MSPs ensuring the smooth operations of QPRs and training.
32. s47E(d) advised tha s47E(d) will lead the Governance/Reporting Working Group.

33. s47E(d)

Agenda item 6: Other Business

34. **COVID-19 reporting on workplace attendance within ACT and NSW:** s47E(d)

s47E(d)

35. s47E(d)

36. s47E(d)

37. s47E(d)

Action Item 20211029-05 – COVID reporting on workplace attendance - EDSP to send out an updated spreadsheet for returns to SPPMO by COB each Thursday

38. s47E(d)

39. s47E(d)

s47E(d)

s47E(d)

s47E(d)

on Monday 1 Nov to discuss future engagement of veteran owned businesses and also advised that there is a definition of a veteran owned business.

40. EDSP advised that after the meeting with s47E(d) he will distribute information for review and seek MSP input in to how we can better engage with veteran owned businesses.

41. s47E(d)

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s47E(d)

42. **Location of Next Meeting** – Team Downer – CQ LEVEL 3, 68 NORTHBOURNE AVE CANBERRA

Action Items:

20211029-01	Outcomes Training tailoring workshop - s47F to arrange a workshop to discuss tailored training programs to suit audience s47E(d) or s47E(d) o participate). s47F and s47F to get together during the week ending 5 Nov to plan the workshop	MSP	24/12/21	Open
20211029-02	Risk Management Workshop – s47F to advise location and timing.	MSP	12/11/21	Open
20211029-03	Training Workshop – s47F to advise date and time for Working Group	MSP	12/11/21	Open
20211029-04	Benefits Working Group – s47F to advise date and time, after the Risk meeting but before the next Operational Board Meeting on 2 December 21.	MSP	02/12/21	Open
20211129-05	s47E(d) to send out an updated spreadsheet for returns to SPPMO by COB each Thursday	CoA	05/12/21	Open

Meeting closed at 16:30

Attachments

s22

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MINUTES OF MSP OPERATIONS BOARD MEETING – THURSDAY 02 DECEMBER 2021

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MINUTES OF MSP OPERATIONS BOARD MEETING 2020-02 12

FRIDAY 02 DECEMBER 2021 - 14:30 - 16:00

TEAM DOWNER - CQ LEVEL 3, 68 NORTHBOURNE AVE CANBERRA

Attendees:

Operations Board Members

s47E(d) - Chair
s47F - Jacobs Beca
s47F - Team Nova
s47F - Team KEY
s47F - Team Downer

Other Participants

s47F
s47F
s47F
s47F
s47E(d)
s47E(d)
s47E(d)

Apologies:

s47E(d) - SPPMO
s47F - Jacobs Beca
s47F - KBR

Meeting was hosted at Downer's Civic office and via *MS Teams* commencing at 14:30

Agenda Item 1: Welcome

1. s47E(d) - Welcome to country recognising traditional owners of the land, Past, Present and Emerging.
2. s47E(d) welcomed all participants who were present at the Downer facility as well as the participants who attended via MS Teams.

Last Ops Board Meeting for 2021 - Brief acknowledgement of the year to date

s47E(d)
s47E(d)
s47E(d)

No outcome yet on MIWS activity.

3. The Minutes of the Operations Board Meeting held on 29 October 2021 were acknowledged and accepted.
4. The following MSP Operations Board Action Items were **closed**:
 - 20210924-01 s47F (Downer) and s47F KEY) to arrange half-day working groups on risk and benefits
 - 20211029-01 – Outcomes Training tailoring workshop - s47F to arrange a workshop to discuss tailored training programs to suit audience s47E(d) or s47E(d) to participate) s47F and s47F to get together during the week ending 5 Nov to plan the workshop

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MINUTES OF MSP OPERATIONS BOARD MEETING – THURSDAY 02 DECEMBER 2021

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- 20211029-02 – Risk Management Workshop – s47F to advise on location and timing
 - 20211029-03 – Training Workshop – s47F to advise on date and time for Working Group
 - 20211029-04 – Benefits Working Group – s47F to advise on date and time, after the Risk meeting but before the next Operational Board Meeting on 2 December 21
 - 20211129-05 – COVID reporting on workplace attendance - EDSP to send out an updated spreadsheet for returns to SPPMO by COB each Thursday
5. The following new MSP Operations Board Action Items were **opened**:
- 20211202-01 –Good News Story s47E(d) to provide a GNS on the utilisation of infrastructure personnel in support of maintenance activities in Maritime Division.
 - 20211202-02 s47E(d) to reach out to Defence Learning Branch (DLB) to assist putting package together for the Outcomes Based Training.
6. s22

Agenda Item 2: Blueprint Progress/Update

7. **Indigenous Procurement Program (IPP)** – s47E(d) advised that the team who built the systems has reached out to organise a meeting on Friday 10 DEC 2021 s47E(d) to attend
8. **Communications activities** –On hold until the publication of the outcomes of the MSP independent review.
9. **Establishment of MSP Working Groups (WG)** – WG's have been held in the last 3 weeks.
10. SPPMO Blueprint Status as at 02 December 2021 - Post Ops Board Meeting **Attachment 2.**
s47E(d)
11. s47E(d)

Agenda item 4: Risk Management (RM)

12. s47F advised Risk Register is paused to focus on RM Plan. Recognises the need to capture the way RM is done in the program and how to push down to IWP's. RM Plan to cover what is the objective, how do we manage and what is the tolerance level.
13. s47E(d) requests to come back by 23rd December 2021. Timings for WG – FEB 2022 earliest.

Agenda item 5: Outcomes Based Training

14. s47F Workshops ran on 05 December 2021. Focused on what are the problems and what are the objectives. Two main functions are to
- Provide streamlined set of slides tailored to different audiences e.g. New starters, Executives
 - Develop a Delivery schedule
15. All MSP's have delivered 1 training session.
16. s47E(d) to reach out to Defence Learning Branch (DLB) to assist putting package together.

Agenda item 6: Operations Board Working Groups

17. **Risk Working Group (Team KEY):** No further discussion
18. **Training Working Group (Team Nova):** No further discussion

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MINUTES OF MSP OPERATIONS BOARD MEETING – THURSDAY 02 DECEMBER 2021

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19. **Communications Working Group (Jacobs Beca Team):** ^{s47F} Discussion around TOR showed people were invested in it. Draft response received to be finalised by next meeting.
20. **Benefits Working Group (Team Downer):** Still out for comment - No further discussion

Agenda item 7: Other Business

21. **COVID-19 reporting on workplace attendance within ACT and NSW:** ^{s47E(d)} advised process closed due to current easing of restrictions.
22. ^{s47E(d)}
23. **Sharpeners:** Moved to Thursday and will remain on this day moving forward. Venue to be organised around host venue.
24. ^{s47E(d)} – Draft Governance TOR – WG’s flagged for FEB 22 prior to OPS Board meeting in March. Benefits to be linked to risks and mitigations.
25. ^{s47E(d)}
26. **People Panel** ^{s47E(d)} provided guidance on Phase 1. Austender provides more information.
27. **Location of Next Meeting** – KBR – 11 LANCASTER DRIVE MAJURA PARK – 03 FEBRUARY 2022.

Action Items:

20211202-01	Good News Story - ^{s47E(d)} to provide a GNS on the utilisation of infrastructure personnel in support of maintenance activities in Maritime Division.	CoA	ongoing	Open
20211202-02	^{s47E(d)} to reach out to Defence Learning Branch (DLB) to assist putting package together for the Outcomes Based Training	^{s47E(d)}	Ongoing	Open

Meeting closed at 16:00

Attachments

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