

Review timeline

Phase 1: Discovery Phase – End user opinions		
Output	<ul style="list-style-type: none"> • Survey Report and Executive Summary to be forwarded to the Health and Safety Practitioners Group • A Project Plan based on evidence-based analysis to inform plan for Workstreams 2 and 3. 	
Timeframe	<ul style="list-style-type: none"> • By 1 May 2019 	Completed
Phase 2: Development and Testing Phase - Develop and test updated SSSP		
Output	<ul style="list-style-type: none"> • SSSP product and associated guidance that meets stakeholder needs and is fit-for-purpose based on the following principles: <ul style="list-style-type: none"> ○ Ease of use ○ Inclusion of key guidance information ○ Effective risk management ○ Meets regulatory compliance 	
Timeframe	<ul style="list-style-type: none"> • Replacement SSSP product (MS Word & PDF) ready for release by 1 November 2019 – relaunch date to be confirmed was part of project plan • New digital web-based SSSP solution – launch date to be advised (Undertaken as a separate project) 	<ul style="list-style-type: none"> • In progress • Release date extended to 1 November due to additional Working Group testing of revised SSSP process/forms and impacts other non-project related delays
Phase 3: Maintenance – Ongoing product lifecycle maintenance and support		
Output	<ul style="list-style-type: none"> • End-user feedback is recorded and actioned in a timely fashion • Ongoing performance of SSSP product is reported to Health and Safety Practitioners Group • Schedule a performance review of product within 24 months of relaunch 	
Timeframes	<ul style="list-style-type: none"> • From 1 November 2019 	