ID
DG14
DG16
DG17
DG20
DG21

Comple
DG1
DG2
DG3
DG5
DG4
DG6
DG7
DG8
DG10
DG11
DG12
DG13
DG9
DG18
DG19
DG15

Action
[REDACTED]

[REDACTED]

Move next Delivery Group meeting to Tuesday 18th.
Comment on milestones / risks as circulated by JH

[REDACTED]

Baseline milestone dates
Cost projections for workstream

[REDACTED]

Owner	Date Raised
[REDACTED]	
	14 August 2023
	14 August 2023
	14 August 2023
	11 September 2023
	11 September 2023

Owner	Date Raised
[REDACTED]	19 June 2023
All	19 June 2023
[REDACT AI]	10 July 2023
	10 July 2023
[REDACTED]	10 July 2023
	20 July 2023
	20 July 2023
	20 July 2023
	31 August 2023
	07 August 2023
	07 August 2023
	07 August 2023
CC	24 July 2023
CC	04 September 2023
[REDACTED]	04 September 2023
	14 August 2023

ID
PB4
PB5
PB6
PB8
PB9
PB10
PB11
PB12

PB7
PB8
PB1
PB2
PB3

Action
[REDACTED]

	C
[REDACTED]	
Provide feedback to [RE DAC on milestones outlined in the plan.	
[REDACTED]	
Test the assumptions on the timeline	

[REDACTED]

In progress
In Progress
In Progress
In Progress
In Progress
In Progress

Completed
Complete
complete – updated milestones provided in Project Dashboard
Complete
Complete

[REDACTED]

Owner	Date Raised
Kenny [REDACTED]	27 June 2023
	26 June 2023
	26 June 2023
	25 August 2023
	25 August 2023
	25 August 2023
	25 August 2023
	25 August 2023

26 June 2023
26 June 2023
26 June 2023
26 June 2023
26 June 2023

Action
[REDACTED]
Maintain Stakeholder List
Updating ERDM File Structure

[REDACTED]

[REDACTED

[REDACTED]

Fols

[REDACTED]

[REDACTED]

[REDACTED]	
[REDACTED]	
[REDACTED]	

[REDACTED]

[REDACTED] Invitation to be sent to group
[REDACTED] [REDACTED] REDACTED]
Create an annual leave tracker and send round

[REDACTED]

Regular [REDACTED Meetings and pre-meets- in diary

[REDACTED]

Update
due Wed 14 June
To be signed
[REDACTED]
With colleagues to populate with anything missed
Forms completed and to be discussed and signed by Colin
Scheduled for 29 September 2023
[REDACTED]
To put on MS Project
Email sent to [REDACT (finance) on 5 September 2023
looking at early w/c 05 June now
[RED to come back with final comments

Live document created and being regularly reviewed
[REDACTED]
[RED chased returns 08 June

Raised	Status
31 May 2023	In progress
15 June 2023	In progress
22 August 2023	In progress
04 August 2023	In progress
10 August 2023	In progress
04 August 2023	In progress
31 May 2023	Upcoming
07 August 2023	In progress
29 September 2023	To commence
19 September 2023	In progress
31/09/23	To commence
	In progress
13 June 2023	Completed
01-Jun-23	In progress
31 May 2023	Completed
30 May 2023	Completed
25 May 2023	Completed
31 May 2023	Completed
08 June 2023	completed
31 May 2023	In progress
08 June 2023	In progress
08 June 2023	In progress
13 June 2023	Urgent
01-Jun-23	Urgent
08 June 2023	In progress
30 May 2023	Completed
31 May 2023	Completed
04 August 2023	Completed
31 May 2023	Completed
17 August 2023	Completed
08 June 2023	Completed
31 May 2023	Completed

Project Sakura

PROJECT EXECUTION PLAN

Plan Inception Date: March 2023
ERDM ID: A44076710

Contents

Preface

[REDACTED]

1. **PROJECT CONTEXT**

[REDACTED]

2. Since then, Scottish Ministers have set the following objectives [REDACTED]

[REDACTED]

[REDACTED]

4. Before Project Sakura was initiated, Scottish Government officials have been [REDACTED]

Since then, the Scottish Government has

[REDACTED]

[REDACTED]

2. <u>PROJECT SCOPE</u>

1. The key objectives set out by Scottish Ministers for **[REDACTED]**   are as follows:

    [REDACTED]

    [REDACTED]

    They all comprise options.

    [REDACTED]

    The scope of each of the workstreams is outlined below.
[REDACTED]

- **[REDACTED]**

- Timely process to complete within 6-9 months.

[REDACTED]

aim.

Methodology
[REDACTED]

3. __TIMELINE__

All information on the Project Sakura timeline is contained in the project management dashboard. A link to the dashboard on ERDM (document zA2232184) is attached below:

Project Sakura -
Project Board - Dashb

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Project Summary

Drive progress on the **[REDACTED]** in relation to Project Sakura in relation to **[REDACTED]**. Project Sakura comprises of **[REDACTED]**

The Project will aim to identify **[REDACTED]**   The Project will assess **[REDACTED]**
                                                                                                                                It will also assess the options against the
following SMART objectives: **[REDACTED]**

The Project will be undertaken **[REDAC** and will require the input from **[REDACTED]**

	Activity ID	Key Activities for **[REDACTED]**	Deadline Due	Status	Lead	Comments / Issues / Dependencies
	A1	[REDACTED]		Complete	[REDACTED]	
	A2			Complete		
	A3			Slippage		
	A4			Complete		
	A5			Ongoing		
	A6			Ongoing		
	A8			Complete		
	A9			Complete		
	A10			Complete		
	A11			Ongoing		
	A12			Ongoing		
	A13			Ongoing		
	A14			Ongoing		
	A15			Ongoing		
	A16			Postponed		

Milestones

Milestone ID	[REDACTED]	Lead	Deadline Due	Status (Complete /Ongoing / Slippage)
		[REDACTED]		
1				Ongoing
2				Ongoing
3				Slippage
4				Ongoing
5				Slippage
6				Complete
7				Slippage
9				Ongoing
10				Paused

Issues

[REDACTED]	Comments	Status (RAG)

[REDACTED]

10a	Paused
11a	Paused
12a	Paused
13a	Paused
14a	Paused
15a	Paused
16a	Paused

[REDACTED]

10b	Paused
11b	Paused
12b	Paused
13b	Paused
14b	Paused
15b	Paused
16b	Paused

Project delivery on track? (Yes/No)	Yes