

		Ongoing work	October	October	October	October	November
<b>Responsibility key</b>							
John	<b>Business Plan</b>						Draw Up framework for business plan
Lesley	<b>Marketing</b>			Develop document for collecting staff aspirations			
peter	<b>Corporate Development</b>	Join up decision making and sharing, develop management team, share interdepartmental skills, start to minute MT meetings and share		Conduct a staff skills audit -			Share 'scope of work' document and develop clarity over structure for the next few months
Jane, Mat and Nick	<b>Communications</b>	Develop a consistent marketing message, improve communication with remote workers					
	<b>Personnel and HR</b>						