

## PRINCE2 Product List

1.0 Systems and procedures						
1.1 Policies and procedures						
Product description/name	Person responsible	Completion date	Quality checked by	Date	Signed off by	Date
Health & Safety Policy	Eirwen Mathias	December 2008				
Health & Safety Action Plan	Eirwen Mathias	December 2008				
Equal Opportunities & Diversity Policy	Eirwen Mathias	December 2008				
Equal Opportunities & Diversity Action Plan	Paul Nagle	December 2008				
Personal Conduct & Behaviour Policy	Paul Nagle	January 2009				
Substance-abuse Policy	Chris Emmanuel	February 2009				
Non-smoking Policy	Chris Emmanuel	February 2009				
Data Protection Policy	Paul Nagle	January 2009				
Computer Use & Electronic Communication Policy	Chris Emmanuel	Mid-March 2009				
Telephone Use Policy	Eirwen Mathias	January 2009				
Staff Training and Development Policy	Paul Nagle	February 2009				
Resignation Policy	Paul Nagle	February 2009				
TABS Ltd Staff Register	Chris Emmanuel	January 2009				
TABS Ltd/NET@work Visitor Register	Chris Emmanuel	January 2009				

Staff & Volunteer Induction Booklet	Paul Nagle	Mid-March 2009				
Staff & Volunteer Disciplinary Policy	Chris Emmanuel	Mid-March 2009				
<b>1.2 Pre-incubation management</b>						
Selection criteria for pre-incubation	Steering Group	February 2009				
Initial Interview Form	Paul Nagle	January 2009				
Pre-incubation Application Form	Paul Nagle	January 2009				
Individual Assessment Form (need-based)	Paul Nagle	January 2009				
Pre-incubatee Action Plan	Paul Nagle	Mid-March 2009				
Pre-incubator Booking Form	Paul Nagle	February 2009				
Pre-incubatee Induction Booklet (inc. client agreement)	Paul Nagle	February 2009				
Signing-in Register	Chris Emmanuel	January 2009				
Pre-incubatee Record of Review	Chris Emmanuel	January 2009				
Activity Log (training and business support rec'd)	Chris Emmanuel	February 2009				
Personal File (client details)	Chris Emmanuel	February 2009				
Pre-incubatee Disciplinary Policy	Chris Emmanuel	Mid-March 2009				
Forward Funding Strategy	Paul Nagle	January 2009				
<b>2.0 Website</b>						
Website Brief	Chris Emmanuel	November 2008				
Website Structure	Chris Emmanuel	January 2009				

Website End User Manual	Chris Emmanuel	December 2008				
NET@work Postcard	Chris Emmanuel	December 2008				
Blog	Paul Nagle	Ongoing				
Latest News	Paul Nagle	Ongoing				
Training Support Websites	Chris Emmanuel	February 2009				
Local Training Directory	Paul Nagle	January 2009				
Business Support Websites	Paul Nagle	January 2009				
Investment Database	Paul Nagle	February 2009				
Resources & Publications	Chris Emmanuel	Mid-March 2009				
NET@work Partners Pages/Links	Chris Emmanuel	February 2009				
<b>3.0 Organisational review</b>						
NET@work – Name and justification (Organisational Review Report)	Chris Emmanuel	February 2009				
NET@work Logo (Organisational Review Report)	Chris Emmanuel	December 2008				
NET@work Diagram (Organisational Review Report)	Chris Emmanuel	January 2009				
Organisational SWOT	Steering Group	January 2009				
Organisational PEST(E)	Steering Group	January 2009				
<b>4.0 Financial</b>						
Quarterly Monitoring Review [WAG (DE&T) Application – Project Finance Information]	Eirwen Mathias	February 2009				

Monitoring Review (RCT Application – Project Finance Information)	Eirwen Mathias	February 2009				
Cashflow Forecast	Eirwen Mathias	January 2009				
Welsh Assembly Government (DE&T) (Funding Application)	Paul Nagle	January 2009				
Rhondda Cynon Taff (Funding Application)	Paul Nagle	January 2009				
Coalfields Regeneration Trust (Funding Application)	Paul Nagle	January 2009				
Heads of the Valleys (Funding Application)	Paul Nagle					
Wales Coop. Centre 'Advice and Guidance - Social Ent. Support S.E. Wales' Tender	Paul Nagle	February 2009				
HARPS Final Proforma	Paul Nagle	February 2009				
Leonardo Partnership Tender	Paul Nagle	February 2009				
<b>5.0 General</b>						
Steering Group Contact Details	Chris Emmanuel	January 2009				
Network Contact Details	Chris Emmanuel	January 2009				
Agenda of Meetings	Paul Nagle	Ongoing				
Notes of Meetings	Chris Emmanuel	Mid-March 2009				
Meeting Attendance Records	Paul Nagle	Ongoing				
PRINCE2 Project Brief	Paul Nagle	October 2008				
Updated Business Plan	Paul Nagle	February 2009				

'Win-Win' Analysis Sheet (per organisation)	Paul Nagle / Org	January 2009				
Training Provision (per organisation)	Paul Nagle / Org	January 2009				
Communities First Pilot Pre-Incubation Needs	Paul Nagle / CFP	January 2009				
Pre-incubation Manager's Job Description	Paul Nagle	January 2009				
Pre-incubation Information Support Officer's Job Description	Paul Nagle	January 2009				
Finance & Administration Support's Job Description	Paul Nagle	January 2009				
Pre-incubation Manager (Person Specification)	Paul Nagle	January 2009				
Pre-incubation Information Support Officer (Person Specification)	Paul Nagle	January 2009				
Finance & Administration Support (Person Specification)	Paul Nagle	January 2009				
General Employment Contract	Eirwen Mathias	January 2009				
PC System Specifications	Eirwen Mathias	February 2009				
Contacts Seminar Report (Leonardo Information)	Paul Nagle	December 2008				
Evaluation & Monitoring Strategy	Paul Nagle	February 2009				
Project Evaluation Report	Paul Nagle	February 2009				