

PSP 3 Project Description Input Sheet

This Project Pro-forma is used to capture project descriptions, innovations and efficiencies. It is not expected that all the information requested will be appropriate to all projects. Please provide as much information as possible. This form should be updated and resubmitted as projects develop.

Text in shaded box is guidance – click on text box and over type.

MHA Authority	Oxfordshire County Council
Project Number	N/A
Project Title	KeySigns and KeyLines Training
Client Contact	Lee Turner, Oxfordshire County Council
Client Details	N/A
Brief Project Description (300 Characters)	Provide bespoke support for graduates in their specific roles for Lee Turner's team at Oxfordshire County Council (CC). Through Waterman Aspen's Regional Training Manager's use of contacts and sharing recommendations this support was opened out more widely to Oxfordshire CC colleagues.
Full Project Description	<p>Jordan's example serves as evidence of how WA have helped Oxfordshire CC to improve by raising the understanding and experience of both Waterman and Oxfordshire CC staff</p> <p>Jordan identified and set out to address the following issues:</p> <ul style="list-style-type: none"> • A lack of knowledge and experience for client staff on KeyLines and KeySigns • Improve the basic understanding of the software packages for two Waterman Aspen graduates. • Reduce the Client need to rely on external expertise <p>Jordan spotted a bespoke way to help our own graduates in their specific work for Lee Turner's team, then used her contacts as Regional Training Manager for Waterman Aspen and shared her recommendations, so that the benefit could be opened out more widely to Oxfordshire CC colleagues.</p>
Innovation	<p>The Client lead, Lee Turner, was keen to run with it because of our trusted working relationship.</p> <p>As a result of clear and regular communication, planning and co-ordination we will have a cohort of WA/ Oxfordshire CC colleagues improving their learning both as individuals and as a team e.g., comparing notes, supporting, and challenging one another.</p>

Lean Delivery/ Efficiency Savings	Jordan obtained quotes from appropriate training organisations for the MHA client. Once approved, booked, and hosted the training in collaboration with Oxfordshire CC	
Sustainability		
Awards/ Customer Satisfaction		
Address of Site		
Project Capital Value (If applicable)		
Fee Value		
MHA PSP 3 Delivery Team	Project Manager	Jordan Rayner, Waterman Aspen
	Delivery Manager	Lee Baldry, Waterman Aspen
	Framework Manager	Vince Mandir, Waterman Aspen
Project Manager Contact Details	Jordan Rayner, Waterman Aspen	
Other Useful Information	Waterman will leave a lasting improvement in Oxfordshire, which would not have happened without Jordan identifying the training need, joining the dots between client and supervisor, and guiding the client through the process.	
Image References (Images to be supplied separately)		
Completion Certificates (to be provided separately)		
This information provided by:	Vince Mandir, Projects Director, MHA+ Framework Manager, Waterman Aspen	