

Document Name	Project Initiation Document
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Project	Woodland Carbon Task Force Project 6: succession plan
Master file	<<file:\\ T:\Policy and Programmes Group\9 Climate Change\Woodland Carbon Taskforce\WCTF Programme\Projects 6 – Succession>>

Distribution	Dominic Driver	Programme Senior Responsible Officer
	Mark Broadmeadow	Technical support
	Nigel Hobday	Project Support

Change History

Version	Date	Nature of revision	Author(s)
1	05/05/10	First Outline	DD
2	05.05.20	2 nd draft	DD
2.1	26/05/10	Edited by NH	NH
3	07/05/11	3 rd Draft	DD

Project Start Date 12 May 2010

Project Completion Date 31 March 2014

1. **Project Purpose:**

Making sure that what we put in place results in a sustained increase in woodland creation and woodfuel.

2. **Background:**

This is one of six projects within a programme being run by the Woodland Carbon Task Force

The WCTF is a multi-disciplinary team to establish the conditions for a step changed in the rate of woodland creation and woodland management primarily through increases private sector investment in woodland creation and management.

3. **Project mandate:**

The project has been mandated by the Forestry Commission Executive Board.

4. **Project Outcomes:**

The outcomes of the project are:

- the conditions for a step change in the rate of woodland creation are in place; and
- the rate at which woodland is being brought into management is accelerating.

5. **Critical success factors**

If the project is to be deemed a success it must have achieved the outcomes set out above and also have established:

Brood cross-sectoral support for woodland creation and management.

Viable business models to ensure sustainable forest management of current and newly created woodland.

The conditions do not rely on increasing levels of public sector intervention.

6. **Project Scope**

In scope:

Plan for ensuring that the outcomes are delivered once the WCTF is finished.

Exit strategy for financial and other commitments made during the WCTF.

Change management processes for evolving delivery mechanisms to deliver any changes needed to put in place the desired conditions.

Programme office providing an effective service to project workstream leaders, including communications.

Out of scope:

Succession planning for staff taken on for the WCTF (apart from as part of exit strategies).

General administration for members of the team not directly associated with work for the WCTF.

7. **Project Deliverables**

Written plan for how we will put in place the conditions for a step change in woodland creation: an “enabling framework”.

A communications strategy.

Communications activity to include, for example, stakeholder updates, web-pages, publications.

An evaluation plan.

Team and programme board meetings.

8. **Assumptions / Constraints**

8.1 **Financial**

2010/11: 6,901

2011/12: £7,000

2012/13: £180,000

2013/14: £120,000

2014/15: £60,000

Other (specify): some of the indicators budget will apply to the evaluation plan.

8.2 **Time:** 12 May 2010 – 31 March 2014

8.3 **Staff resources:**

Dominic Driver to run the project.

Alan Betts to provide steer on embedding changes.

Louisa Chrisostomou to lead on communications.

Additional staff resource on communications will be required.

9. Interfaces

Independent Panel on Forestry Commission

Forestry Regulation Task Force

New round of Rural Development Plan for England.

Changes to the tax system (a matter for the Chancellor).

Changes to the land-use planning system.

10. Sub-projects

2011/12

Sub-project	Budget	Type	Product and date
T&S for WCTF team meetings	0.5	Admin	n/a
Training	1.5	Admin	n/a
Evaluation plan - baseline measurement	0	Cash	Evaluation plan May 2011
Change process - set up enabling frameworks	0	Cash	Enabling framework: September 2011
Mainstreaming WCTF activities in FCE business	0	Cash	n/a
Communications resource	5	Cash	Communications strategy: July 2011

2012/13 onwards – projects for mainstreaming that arise from 11/12 work.

11. Project governance:

Programme Senior Responsible Officer – Dominic Driver

Project Manager – Dominic Driver

12. Risks

A summary of risks are detailed in the Programme Risk Register.

13. Communications.

Communications activity is summarised in the communications strategy.