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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work packages** | **Actions** | **Status** | **Work reassigned for Run & Maintain** | **New Accountable person** | **Target completion date** | **Assurance milestone** | **Remark** |
| Competence matrix completion by SE staff | * 100 % completion of SE staff competency matrix assessment using Microsoft forms/Excel/web-based system. | 1. Competence matrix framework and roadmap developed. | 1. Use excel based or Microsoft forms for completion of competence matrix. | a: Albert Ikolo | a. Q1, 2022 | 1. e copy sent to Systems for web upload by Q1, 2022. |  |
| Competence assessment and validation / SE staff Development | * 70 % established SE Staff gaps implementation plan by Q1 2022. * 20% SE Staff competence gap closure Q4 2022 | 1. Competence assurance process updated & approved in the blueprint document. 2. Assessor led competence assurance framework developed and approved 3. Competence Gap Close-Out & Verification Framework developed 4. SE staff development Roadmap developed and approved | 1. Identify, review and agree assessors per function with Project Sponsor (i.e. SMEs, TA2s, etc – In-country or group TAs/SMEs can act as Assessors). 2. Drive timely competence assessment and validation for SE staff. Provide bi-annual update on status. 3. Automate SCiN SE Competence assessment using the Group OPS HSSE competence Framework and incorporate competence passport in the web-based platform. 4. Engage SE LT and SE Family on new competence assessment and validation process. | a & b: Albert Ikolo  c & d: WS/Kevin | a. Q4, 2021  b. Q4, 2022  c. Q4, 2022  d. Q4, 2022 | 1. Approved list of assessors signed off by the GM by Q1, 2022 2. 6 monthly progress check 3. Sign-off on the automated SCiN SE Competence assessment framework by Q2, 2022. |  |