Work Package 2.1

VICE Baseline Workshop Schedule

Vehicle Interaction Control Improvement Project

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| WBS Reference | 2. VI Control Effectiveness (Phase 2) |
| Work Package | 2.1 VICE Baseline Workshop Schedule |
| Package Owner | Project Manager |
| Owner Organisation | Your Company |
| Participants | Project Manager, Workshop Facilitator, Senior Site Leaders |
| Capability Required | Facilitators with CFw validation workshop experience. Cross sectional team with extensive site operations knowledge and experience.Oversight by project manager, project team and senior operations personnel. |
| Description | After the VICI Project has commenced and the Phase 1 VICE Baseline mapping has started, it is time to schedule the validation workshop.Planning for the VICE Baseline Workshop should start at least four weeks before it is scheduled. This minimum four-week lead time allows coordination and preparation covering:* Briefing senior managers about the VI Control Improvement Project and their leadership role
* Confirming and inviting participants
* Selecting and preparing a suitable workshop venue.
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| Completion State | **Schedule approved, Senior Managers briefed on their roles and the VICI Project steps, workshop venue and logistics confirmed, participants selected and invited, participant supervisors informed.** |
| ProcessWorkshop participants should be representative of the workforce who manage vehicle interaction hazards. The following roles should be represented:* Mobile Equipment Operators
* Supervisors of mobile equipment operators
* Equipment Maintainers
* Technical staff e.g. engineering
* Workforce representatives with health and safety skills
* Risk and safety team members
* Training personnel
* Senior managers / decision makers
* Others e.g. contractors.

Select participants who are influencers and natural leaders. Ensure that there are enough senior leaders to support each small working group. A successful workshop requires a minimum of 12 personnel, and the process can be used groups of up to 30 people.Numbers: small group sizes work best between 4-6 personnel. Send out invitations to those selected for the validation workshop. The invitation should confirm:* Project intent to review and improve site VI Controls
* An outline of the VI Control baseline and validation steps
* Confirm the invitation is based on expected contribution, knowledge, and experience
* Your contribution will be to review, correct and update the VI Control baseline analysis to reflect real world operations
* From this baseline review and update, plans will be prepared to improve the reliability and performance of VI controls, including considering using technology
* Participants are expected to provide information, advice, and guidance to the project team over the life of the project
* Timing
* Location.

Confirm that the venue for the workshop is adequate with enough space for large group work (all participants) and break out areas for at least four small groups.Venue Selection* Allow for up to 30 personnel for large group work (all participants).
* Small group work with group sizes of 4-6 workshop participants
* Small group work involves AO printed Control Sheets on walls i.e. you must be able to hang the Control Management Sheets so that they can be read and edited.
* Reserve large group space before the workshop so that you have time to prepare the room.

Reserve a small group space for improvement planning on day 3.Venue Logistics Resources and Support:* Flip charts
* White Boards
* Wall space to hang Control Sheets
* Projector and screen
* Large group work area – if possible, work without tables
* Small group areas for at least four groups
* Amenities
* Tea coffee
* Lunch.

Prepare the room before the workshop:* Hang posters
* Whiteboards
* Flip charts
* Post-It Notes
* Red pens
* A0 printing of version 1 of control management sheets.

Site Resources * General arrangement plans - that give layout information on the roadways and vehicle interaction locations on the site
* Surface aerial photographs of relevant areas of the site
* Management plans
* Access to company intranet.
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| **VI CONTROL BASELINE PREPARATION CHECKLIST** | **VALIDATION WORKSHOP CHECKLIST** |
| 1. **MINIMUM OF FOUR to EIGHT WEEKS BEFORE WORKSHOP (timing dependent on the site’s complexity and resource levels)**
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| Commence sourcing and mapping work process documentation including (WBS 1.1 and 1.2):* Procedures
* Task instructions
* Operational records
* Training information - process and records
* Incident experience
* Standards
* Legislative requirements
* Company requirements
* Nominated project team member analysing incidents, and requirements.
 | Announce PHASE 1 project commencement through a note from senior managers and share project Charter. |
| 1. **THREE WEEKS BEFORE WORKSHOP**
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| Continue to source and map work process documentation into the VI Control Mapping template (WBS 1.1, 1.2.4 and 1.2.2).Questions to engineering and operational planners, and designers on the work-as-documented expectations asked and responses included in VI Business Input site specific responses (WBS 1.2.1, and 1.2.5.) | Confirm that the venue for the workshop is adequate with space for large group work (all participants) and break out areas for at least four small groups.Select participants and confirm they will be released for the workshop by their department manager and superintendent. |
| 1. **ONE TO TWO WEEKS BEFORE WORKSHOP**
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| Review progress with knowledgeable site personnel, that is, confirm that relevant business inputs work-as-documented is recorded and confirmed (where multiple site personnel apply the same BI in different settings). | Invite participants and confirm their attendance, in person, at the workshop.  |

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| 1. **THREE TO FIVE DAYS BEFORE WORKSHOP**
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| Review of site operations by facilitator (WBS 1.2.1).Discuss VI Control Baseline map with knowledgeable personnel, amend and update as required (WBS 1.2.6).Covert VI Mapping format (System Required Operating State) to Validation Workshop Format (Operational Required Operating States) (WBS 1.2.6).Prepare spreadsheets for each Required Operating State (WBS 1.2.7) for:* Printing as Validation Workshop Control Sheets
* A shared resource for small group review work.
 | Confirm venue resources and support:* Flip charts
* White Boards
* Wall space to hang Control Sheets
* Projector and screen
* Large group work area – if possible, work without tables
* Small group areas for at least four groups (up to 6 groups possible for workshops where there will be a large numbers of participants)
* Amenities (bathrooms, prayer rooms, etc.)
* Tea, coffee, cold drinks for participants
* Lunch and snacks (for break times).
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| 1. **TWO DAYS BEFORE WORKSHOP**
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| Print Validation Workshop Poster and Control Sheets in A0 size. Print CFw Posters (WBS 1.2.7)Print reference material covering Credible Failure Mode and Business Input details on A3 to act as a handout for use in the small working groups. | Prepare the room (WBS 2.1):* Hang posters (confirm non-marking adhesives or pin boards available)
* Set up large group area – recommend circle of chairs or theatre style (if a large group) set up.
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| 1. **DAY OF WORKSHOP**
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| During the introduction confirm the phase 1 baseline mapping input that has been completed to make the workshop a success covering (WBS 1.1 and 1.2):* Number of documents reviewed
* External expectations mapped
* Interviews, etc.

Challenge the group to ‘mark this homework’ (work-as-documented) and identify gaps and opportunities based on their real-world experience of work as done. | Welcome participants:* Ask them to sign in
* Point out tea and coffee areas
* Describe emergency response and muster locations
* Commence the workshop.
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**References**

* [EMESRT VICI Facilitators Guide](https://emesrt.org/wp-content/uploads/FacilitatorGuide.pdf)
* [Control Management Sheets for the Site](http://www.emesrt.org/wp-content/uploads/VI_ControlManagementSheets.xlsx)