

30.20.50 Run Assessor Briefing Events

1.0 Process Summary

1.1 Process Owner

The Process Owner has overall responsibility for a process. They're accountable for the process operating efficiently and effectively.

Head of Pre Award

1.2 Process Champion

The Process Champions are responsible for ensuring the process documents are up-to-date, accurate and shared with Process Participants.



1.3 Purpose / Scope of the Process

Purpose / Scope of the Process

Insert a brief overview of what is the purpose of the process, what it does and what it doesn't cover.

The purpose of this process is to run events for Assessors to brief them on the competition and how the assessment process works.

Process Start Point

Insert description of what triggers the starts of the process.

The process is triggered when a Competition Brief is approved.

Process End Point

Insert description of what triggers the end of the process.

The process ends when the Assessor Briefing has been held and the presentation has been distributed.

1.4 Link to Process Model



2.0 Standard Operating Procedure

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
1	Set Up Zoom	Procedure - Use 1 of the 3 Comp Admin Zoom accounts - Create a webinar using the title of the meeting from the Competitions Admin calendar - Add the Zoom details to the meeting in the Competitions Admin calendar - Add other presenters as a panellists Guidance and Troubleshooting - Check to make sure the account is not being used at the same time for another meeting or presentation	Competition Manager		Zoom	
2	Prepare Briefing Presentation	Procedure - Use the Assessor Briefing Presentation template - Populate from the competition brief - Save a copy in the assessor docs folder in the competition folder on SharePoint Guidance and Troubleshooting - XXX	Competition Manager		Microsoft PowerPoint	Assessor Briefing Presentation
3	Prepare Scope Presentation	Procedure - If a Co-Funded Competition review scope slides with Delivery Partner Guidance and Troubleshooting - XXX	Innovation Lead	Challenge Team Delivery Partner	Microsoft PowerPoint	
4	Send Scope Presentation to Competition Manager	Procedure - XXX Guidance and Troubleshooting - XXX	Innovation Lead	Competition Manager		Assessor Briefing Presentation

For information and support on Business Process Management and Documentation contact the Process Team.

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
5	Combine Presentations	Procedure - Competition Manager adds the scope slides to the slide deck Guidance and Troubleshooting - XXX	Competition Manager		Microsoft PowerPoint	Assessor Briefing Presentation
6	Assessor Briefing Event	Procedure - Open the Zoom meeting 15 minutes before the briefing start time - Launch the webinar at the briefing start time - Start recording - Deliver the slide deck Guidance and Troubleshooting - After the briefing is finished download the recording and attendance report from Zoom	Competition Manager	Assessor Challenge Team Delivery Partner Innovation Lead	Meeting Zoom	
7	Edit the Zoom Recording	Procedure - Trim the Zoom recording if needed - PDF the Assessor Briefing Presentation - Send the PDF, recording and attendance report to the CDE Guidance and Troubleshooting - XXX	Competition Manager		Zoom	
8	Distribute Recording & Presentation to Assessors	Procedure The Competition Delivery Executive will send the recording and slides to all invited Assessors via email. Guidance and Troubleshooting XXX Refer to 30.20.40 Allocate Assessors process	Delivery Executives	Assessor		Assessor Briefing Presentation
		Process Ends				

3.0 Supporting Information

3.1 Related Training Materials

What training material is available to support this process

3.2 Related Policies / Guidance

What Policies and Guidance inform this process.

No dictionary entries given.

3.3 Participants

Departments, Teams and Roles with the process.

Assessor

Challenge Team

The Challenge Team is the wider team allocated to a Challenge, this can include Project Managers, Programme Manager, Challenge Directors, and Impact & Performance Managers.

Challenges are Hosted by the "Challenge Led approach" or "Challenge Fund" formerly Known as the "Industrial Strategy Challenge Fund"

Department: ISCF Programme Department

Competition Lead

Competition Manager

The Competition Managers in the Competitions Team within Pre-Award are responsible for the operational delivery of competitions through to the funding decision being made and communicated.

Department: Business Operations Department

Team: Competitions Team

Competitions Manager

The Competitions Manager role is responsible for the operational delivery of Competitions, and the management of all of the Portfolio Manager in Operations.

Department: Business Operations Department

Team: Competitions Team

Delivery Executives

Department: Business Operations Department

Delivery Partner

A Delivery Partner is an organisation that we are working in partnership with to deliver funding, this can be the organisation fully or partly providing the funding or resource.

For information and support on Business Process Management and Documentation contact the Process Team.

Head of Pre Award

Innovation Lead

The Innovation Lead role is the business/technical lead, they have overall responsibility for a Competition or Project.

3.4 IT Systems

IT Systems and Applications used within the process.

Meeting

Microsoft PowerPoint

Microsoft PowerPoint is a presentation application.

IT System Owner: Business Systems Product Manager

Zoom

Zoom is a video communications and conferencing application.

IT System Owner: Business Systems Product Manager

3.5 Documents

Documents used within the process.

Assessor Briefing Presentation

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