

ID	Task Name	% Work Complete	Start	Finish	Oct	Nov	Dec	2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2026	Jan	Feb
1	Phase 1: Develop approach, research other strategies & initial discussions with SLT, SF & Board	100%	Mon 03/06/24	Fri 30/08/24																			
2	Phase 2: Gather internal feedback on key themes of 2026 – 31 Strategy	0%	Tue 03/09/24	Sat 01/03/25																			
3	Meet with Board Champion	100%	Fri 06/12/24	Fri 06/12/24																			
4	Workshop to review outputs of WHO assessment (HoDs and SLG)	100%	Thu 31/10/24	Thu 31/10/24																			
5	Research to insights input	100%	Mon 06/01/25	Fri 31/01/25																			
6	Shared Learning meet - Strategy Development & Delivery (Board Champion, NHS & Education Scotland)	100%	Thu 27/02/25	Thu 27/02/25																			
7	Phase 3: Draft initial strategy framework	0%	Thu 09/01/25	Fri 11/04/25																			
8	Workshop to review strategy framework (HoDs and SLG)	100%	Wed 26/02/25	Wed 26/02/25																			
9	Further feedback from HoDs and SLG	90%	Mon 03/03/25	Wed 12/03/25																			
10	Meeting with Board Champion	100%	Thu 06/03/25	Thu 06/03/25																			
11	Submit Board papers	0%	Wed 12/03/25	Wed 12/03/25																			
12	FSS Board meeting (feedback on strategy framework)	0%	Wed 26/03/25	Wed 26/03/25																			
13	Update strategy framework post FSS Board meeting	0%	Thu 27/03/25	Fri 11/04/25																			
14	Phase 4: Further develop strategy content	0%	Tue 01/04/25	Wed 30/07/25																			
15	Liaise with Subject Matter Experts to develop content	0%	Tue 01/04/25	Wed 30/07/25																			
16	Shared Learning meet - Strategy Development & Delivery (Board Champion, NHS & Education Scotland)	0%	Thu 29/05/25	Thu 29/05/25																			
17	Submit Board papers	0%	Wed 04/06/25	Wed 04/06/25																			
18	FSS Board meeting (development & progress update)	0%	Wed 18/06/25	Wed 18/06/25																			
19	Phase 5: Public Consultation on Strategy (Las, FBOs, consumers + others)	0%	Thu 01/05/25	Wed 15/10/25																			
20	Prepare communications plan for Strategy	0%	Thu 01/05/25	Mon 30/06/25																			
21	Prepare Stakeholder Engagement & Management Plan for consultation	0%	Mon 30/06/25	Fri 11/07/25																			
22	Prepare consultation questions and prepare introductory text and email to stakeholders	0%	Mon 26/05/25	Fri 11/07/25																			
23	Clearance of consultation draft / questions by SF	0%	Wed 23/07/25	Wed 23/07/25																			
24	Issue press release / Webinar on opening public consultation into future strategy	0%	Wed 30/07/25	Wed 30/07/25																			
25	Public consultation	0%	Fri 01/08/25	Fri 12/09/25																			
26	Submit Board papers	0%	Wed 03/09/25	Wed 03/09/25																			
27	FSS Board meeting (development & progress update)	0%	Wed 17/09/25	Wed 17/09/25																			
28	Update strategy with feedback from consultation	0%	Mon 15/09/25	Wed 15/10/25																			
29	Phase 6: Preparation for Publication	0%	Wed 01/10/25	Wed 10/12/25																			
30	Undertake Fairer Scotland Duty & Equality Impact Assessments (for Dec-25 Board)	0%	Mon 22/09/25	Thu 20/11/25																			
31	Submit Board papers	0%	Wed 15/10/25	Wed 15/10/25																			
32	FSS Board Away Day (update inc. public consultation results)	0%	Tue 28/10/25	Wed 29/10/25																			
33	FSS Chair to write to Minister to provide early sight of draft strategy	0%	Mon 03/11/25	Mon 03/11/25																			
34	Submit Board papers	0%	Wed 26/11/25	Wed 26/11/25																			
35	FSS Board Meeting (Approve strategy & supporting governance docs)	0%	Wed 10/12/25	Wed 10/12/25																			
36	Phase 7: Launch of Strategy	0%	Thu 15/01/26	Wed 18/02/26																			
37	Submission to Minister "To notify the Minister of the launch of FSS's new Strategy for 2026-31." (potential email submission given previous communication from FSS Chair)	0%	Thu 15/01/26	Thu 15/01/26																			
38	Circulate final strategy document to stakeholders and SG contacts (include information on launch)	0%	Mon 19/01/26	Mon 19/01/26																			
39	Stakeholder event	0%	Tue 20/01/26	Tue 20/01/26																			
40	Send new strategy to media with accompanying press release (AM)	0%	Mon 26/01/26	Mon 26/01/26																			
41	Media event (PM)	0%	Mon 26/01/26	Mon 26/01/26																			
42	Arrange any interviews with press	0%	Tue 27/01/26	Tue 27/01/26																			
43	Formal launch date (align with Jan or Feb FSS Board - date TBC)	0%	Wed 18/02/26	Wed 18/02/26																			
44	Phase 8: (optional) Promotional campaign	0%	Fri 12/07/24	Fri 12/07/24																			
45	Parliamentary event (after launch)	0%																					
46	In parallel: Development of FSS Risk Appetite Statement	0%	Tue 01/04/25	Fri 31/10/25																			
47	In parallel: Review of FSS Sustainability Plan	0%	Tue 01/04/25	Fri 31/10/25																			
48	In parallel: Update of relevant Governance Documents - all presented with strategy to 10/12/25 Board meeting	0%	Sun 01/12/24	Sat 30/08/25																			
49	Governance Doc 2 - Framework document	0%	Mon 10/03/25	Fri 30/05/25																			
50	Governance Doc 6 - Statement on performance of functions	0%	Wed 05/03/25	Sat 30/08/25																			
51	Governance Doc 7 - Standing orders (changes made - requires Board approval)	50%	Wed 18/06/25	Wed 18/06/25																			
52	TOR - FSS Board	100%	Sun 01/12/24	Mon 30/12/24																			
53	TOR - FBC	100%	Sun 01/12/24	Mon 30/12/24																			
54	TOR - ARC	100%	Sun 01/12/24	Mon 30/12/24																			
55	MOU FSS & FSA	90%	Wed 01/01/25	Wed 30/04/25																			
56	Code of governance (inc. FSS code of conduct)	0%	Wed 05/03/25	Sat 30/08/25																			
57	Corporate governance	0%	Tue 01/04/25	Wed 30/04/25																			
58		0%																					

Project: 2025 March - FSS Strat
Date: Tue 11/03/25

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			