

SHELL REPORTING DOCUMENT

Activity Tracker report

June 2007

Activity or issue	Source(s) of risk	Management response
1) Assign traffic light 2) Add start/end date*	1) Update text on the status, emerging issues, sources of risk and action taken	1) Assign option from key 2 below

* Start/end date: date of original Cabinet decision for Cabinet approved programmes, or milestone date in Implementation Plan, or commencement date of programme (as appropriate)

Key 1: Assigning traffic lights

- Red traffic light = high risk; serious, urgent problem.
- ◆ Amber traffic light = medium risk; possibly serious problem, but not urgent.
- Green traffic light = low risk; no problem.
- ▼ (with V) Down arrow inside the traffic light = risk has decreased since last report.
- ▲ (with A) Up arrow inside the traffic light = risk has increased since last report.
- (with N) 'N' inside the traffic light = new item; did not appear in last report.
- (with ◆ and ●) No symbol inside the traffic light = risk unchanged since the last report.

Key 2: Management response

Option	Explanation
1	In hand—Deputy Secretary is informed, no further action required by senior management
2	Senior executive management involvement required
3	Secretary's advice – involvement required

B. Statistical analysis by Governance Unit

Changes in risk since last quarter

1. New risks

2. Heightened risks

3. Lowered risks

Prepared by the Governance Unit, June 2007