Finance and Resources Committee 19 March 2008

Projects Workplan 2008 - 2009

Introduction

The attached document is the proposed projects workplan for 2008 – 2009. It outlines the major cross-departmental projects we intend to develop over the next financial year.

Decision

The Committee is asked to discuss the proposed workplan and agree its contents.

Background information

This document is intended to supplement the Council's strategic intent document and sits alongside other departmental level strategy and workplan documents such as Communications, IT, Registrations, Policy & Standards, Human Resources, Approvals & Annual Monitoring and Fitness to Practise.

It is a working document and is therefore always under review.

Resource implications

See attached workplan.

Financial implications

See attached workplan.

Appendices

Date of paper

19th March 2008

Projects Workplan 2007 – 2008 – Claire Phillips

Contents

Introduction

Financial year 2007/8 will be the first year in which:
- There has been a dedicated Major Projects manager
- The new HPC project planning process has been implemented
- The new HPC project management methodology has been used.

The aims of the above are to ensure that:
- Projects are effectively planned and budgeted
- That the amount of work undertaken is set at a conservatively achievable level
- That the focus of all projects is to deliver results within reasonable budget and time constraints

The effective implementation of the above will result in improved resource deployment, a more controlled environment around projects and clearer communications around project status.

To this end, a list of prospective major projects was compiled in November 2006. The list was reviewed and discussed by all stakeholders and was limited to a realistic number. Initial technology requirements were gathered during December and quotes were obtained. The list was then realigned according to budget constraints by the stakeholders and the Executive Management Team and was finalised in January 2007. Projects will now be undertaken between April 2007 and March 2008.

This document

This document provides a summary of the projects that will be undertaken this year. The dates indicated are provisional dates driven by resource constraints (both internal and external), legislative deadlines and business need.

The timelines of those projects with a technology aspect have been estimated based on initial requirements and therefore may be subject to change once further analysis has been completed.

Should further legislation or business need require a change in the timetable or for an additional project to be added, the project planning process will be followed and the portfolio and / or timeline altered accordingly.

Resources

All capital expenditure is noted in the table below and projects will be run using existing human resources within the organisation.

Annex 1 Project timeline

Project Number	Project name	Summary	Owning Department	Departments impacted	Timeline	Capital expenditure 07/08	Risk register reference
MP 7	Registration fee change	Implementation of updated fee structure	Finance	Finance, Registrations, IT	2nd Apr – 18th June	None – operational implementation of technology build that will be completed in the 06/07 financial year	8.2
MP 11	Intermediate lapsing	Registration system (LISA) development to ensure that non-paying registrants are notified and lapsed during the professional cycle as appropriate	Finance	Finance, IT	2nd Apr – 1st June	None – operational implementation of technology build that will be completed in the 06/07 financial year	
MP 14	Online Authentication & Contact management	Web based application that will allow registrants to update their personal details online. LISA development to allow registrations officers to authenticate a caller before updating personal details	Registrations	Registrations, IT	2nd Apr – 4th June	None – operational implementation of technology build that will be completed in the 06/07 financial year	
MP 13	Updating of admissions forms	Revision and rollout of all admissions forms (UK & International)	Registrations	Registrations	2nd Apr – 18th May	None	
MP 5	Equality & Diversity Phase 1	Creation and implementation of an HPC specific Equality and Diversity scheme. Phase 1 centres on the Fitness to Practise, HR and Partners departments	All	All	2nd Apr – 21st Mar	None	
MP 2	Continuing Professional Development	Implementation of processes to audit & track registrants' evidence of	Registrations	Registrations, Fitness to Practise,	2nd Apr to 31st Mar	£80,000	8.1

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Project Number	Project name	Summary	Owning Department	Departments impacted	Timeline	Capital expenditure 07/08	Risk register reference
		CPD.		Communications, Partners, IT, Policy			
MP 3	Integration of Aspirant Group 1 – Applied Psychologists	On-boarding of the Applied Psychologists	Registrations	Registrations, Fitness to Practise, Communications, Partners, IT, Approvals & Monitoring, Secretariat, Policy	28th Mar to 29th Feb

Dates provisional – to be confirmed when legislation is finalised | None | 14.4 & 8.4 |
MP 26	Professional Qualifications Directive	Project to allow for temporary registrations	Registrations	Registrations, Communications, IT, Policy	2nd Apr to 20th Sept	£40,000	8.3
MP 27	Replacement of the finance system	Replacement of SAGE	Finance	Finance	2nd Apr to 14th Nov	£19,000	
MP 28	Change of LISA access rights	Full review and implementation of revised access rights for LISA	Finance	Finance, Registrations, IT	2nd Jul to 4th Jan	£35,000	
MP 25	Application Server upgrade	Migration of LISA from using Borland application Server to the equivalent Sun Application Server	IT	IT	1st Aug to 31st Aug	£30,000	
MP 17	E pass list upload	LISA enhancement to allow the electronic verification of educational institution passlists	Registrations	Registrations, IT	2nd Apr to 31st Aug	None – operational implementation of technology build that will be completed in the 06/07 financial year	

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POL

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DCB

Title
Projects workplan

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Draft
DD: None

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Public
RD: None

Annex 2 Project Gannt Chart

	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June
	B M E	B M E	B M E	B M E	B M E	B M E	B M E	B M E	B M E	B M E	B M E	B M E	B M E	B M E	B M E	B M E

2007/8 Major projects

Registration fee change

Intermediate Lapsing

Online Authentication & Contact management

Updating of Admissions forms

Equality and Diversity Phase 1

CPD

Integration of Applied Psychologists

Professional Qualifications Directive

Replacement of the finance system

Change of LISA access rights

Application Server Upgrade

E pass list upload

Budget planning