

## Finance and Resources Committee – 16 March 2009

### Projects Workplan 2009 - 2010

#### Executive Summary and Recommendations

##### **Introduction**

The attached document is the proposed projects workplan for 2009 – 2010. 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**

4<sup>th</sup> March 09

# Projects Workplan 2009/10

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## Introduction

The aims of the 2009/10 projects' workplan are to:

- Timetable projects appropriate to the resource availability within the organisation.
- Conduct a Lessons Learned analysis to determine potential improvements in project management and how HPC conducts its projects.

## Project Planning

The driving forces behind the projects for this year are:

- To implement the statutory projects required by government and Council.
- To implement initiatives to improve processes and technology solutions that will enable the organisation to cope with rising numbers of registrants, applicants and Fitness to Practise cases.

## Lessons Learned

Following the review of the Project Management processes last year, it was identified that a general Lessons Learned analysis would be useful to current project teams in order to improve working practices.

The project management process will have been in place for 3 years in June and therefore there is a fair body of work which can now be drawn upon to identify key learning points.

This analysis should also allow the management teams to assess any trends, to ensure that we are learning from each project and to ensure that common mistakes are not being replicated over time.

## **This document**

This document provides a summary of the projects that will be undertaken this year. The dates indicated are provisional, 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 priorities require changes to the timetable or for additional projects to be added, the project planning process will be followed and the portfolio and / or project timeline altered accordingly.

It is intended that the list of projects be reviewed mid-year to validate the portfolio.

## **Resources**

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

## **Equality and Diversity Assessment**

During project initiation each of the projects will be assessed to establish the equality and diversity impact.

## Annex 1 Project timeline

No.	Project name	Summary	Owning Dept	Departments impacted	Timeline	Capital Expenditure	Operational Expenditure	Risk ref.
MP3	Opening of the register for Practitioner Psychologists	Registration of the Practitioner Psychologists	Operations	Reg, FTP, Comms, Part, IT, Apps & Mon, Sec, Policy	1 <sup>st</sup> Apr 09 to 3 <sup>rd</sup> Sept 09  Dates dependent on legislation	£100,000	£143,760	8.2 8.7
MP4	Opening of the register for Hearing Aid Dispensers	Registration of Hearing Aid dispensers	Operations	Reg, FTP, Coms, Part, IT, Apps & Mon, Sec, Policy	1 <sup>st</sup> Apr 09 to 31 <sup>st</sup> Mar 10	£55,000	£27,310	
MP31	Independent Safeguarding Authority (Phase 1 – applicants)	Operational and technology changes to comply with the requirements of the Independent Safeguarding Authority protecting children and vulnerable adults	FTP	Reg, FTP, Policy, IT	1 <sup>st</sup> Apr 09 to 31 <sup>st</sup> Dec 09	£15,000	£28,225	8.8
MP34	Online Applications and Renewals – Phase 1 renewals	Operational and technology changes to allow registrants to renew online	Registrations	Reg, IT	1 <sup>st</sup> Apr 09 to 30 <sup>th</sup> Nov 09	£300,480	£127,552	8.6

No.	Project name	Summary	Owning Dept	Departments impacted	Timeline	Capital Expenditure	Operational Expenditure	Risk ref.
MP35	Registrations Fees change 2011	Implementation of updated fees	Finance	Reg, Fin, IT, Sec, Policy, Comms	1 <sup>st</sup> Apr 09 to 31 <sup>st</sup> Mar 10	Nil	£8,000	
MP36	FTP case management system – Phase 1	Analysis of the technology solutions available that would allow the FTP department to work from a single case management system	FTP	FTP, IT	1 <sup>st</sup> Apr 09 to 31 <sup>st</sup> Mar 10	£134,000	£145,400	
MP37	Renewals cycle review	Operational review of current renewal cycle dates to assess if there would be a benefit in changing the dates to remove the peaks and troughs in the renewal cycle	Registrations	Reg, IT, Comms	1 <sup>st</sup> Apr 09 to 30 <sup>th</sup> Nov 09	£11,750	£11,750	
MP38	Transfer of IT external hosting provider	Transfer of the HPC IT Continuity and Web services to an alternate supplier	IT	IT, Business Continuity Co-ordinator, Comms	1 <sup>st</sup> Apr 09 to 31 <sup>st</sup> Mar 10	£15,000	£73,950	

Abbreviations:

Reg – Registrations, Fin – Finance, Comms – Communications, FTP – Fitness to Practise, Apps & Mon – Approvals & Monitoring, Sec - Secretariat



### Annex 3 Risk Register Extract

Ref #	Description	Risk owner	Impact before mitigations February 2009	Likelihood before mitigations February 2009	Risk Score = Impact x Likelihood	Mitigation I	Mitigation II	Mitigation III	RISK score after Mitigation February 2009	RISK score after Mitigation September 2008
8.2	Failure to regulate a new profession or a post-registration qualification as stipulated by legislation	Director of Operations Project Manager Head of Registrations, Director of Policy & Standards	5	1	5	Project progress monitored by EMT	Apply HPC's project management methodology	Maintain regular informal contact with Privy Council staff throughout all stages of the project	Low	Low
	Links to 1.1, 15.3									
8.6	Online Renewals Project	Director of Operations, Project Manager	4	4	16	Engagement of experts in usability, scalability and security	Project progress monitored by EMT	Apply HPC's project management methodology	Low	Low
8.7	Practitioner Psychologists on-boarding	Director of Operations, Project Manager	5	3	15	Project progress monitored by EMT	Apply HPC's project management methodology		Low	Low
8.8	Bichard Project	Director of Fitness to Practise, Project Manager	5	2	10	Project progress monitored by EMT	Apply HPC's project management methodology		Low	Low