

Finance and Resources Committee – 17 March 2010

Projects Workplan 2010 - 2011

Executive Summary and Recommendations

Introduction

The attached document is the proposed Projects workplan for 2010 – 2011. It outlines the major cross-departmental projects HPC intends 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

5th March 2010

Projects Workplan 2010/11

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Introduction

The aim of the 2010/11 Projects workplan is to:

- Timetable projects appropriate to the resource availability within the organisation.

The aims of the Projects workplan have been limited due to the impact of the Project Portfolio Manager's planned maternity leave.

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.

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 list

No.	Project name	Summary	Owning Dept	Departments impacted	Timeline in financial year 10/11	Operational Expenditure	Capital Expenditure	Risk ref.
MP4	Opening of the register for Hearing Aid Dispensers	Registration of Hearing Aid dispensers	Operations	Reg, FTP, Comms, Part, IT, Edu, Sec, Policy	1 st Apr 10 to 30 th Apr 10	£37,500	-	8.2 8.10
MP40	Outcome to Modernising Scientific Careers	Registration of the professionals affected by the Modernising Scientific Careers programme	Operations	Reg, FTP, Comms, Part, IT, Edu, Sec, Policy	1 st March 11 to 31 st March 11	-	-	8.2
MP41	Opening of the register for Psychotherapists and Counsellors	Registration of Psychotherapists and Counsellors	Operations	Reg, FTP, Comms, Part, IT, Edu, Sec, Policy`	1 st March 11 to 31 st March 11	-	-	8.2 8.11
MP42	Opening of the register for Dance Therapists	Registration of Dance Therapists	Operations	Reg, FTP, Comms, Part, IT, Edu, Sec, Policy	1 st March 11 to 31 st March 11	-	-	8.2
MP31	Vetting and Barring Scheme* (Phase 1 – applicants) *ex Independent Safeguarding	Operational and technology changes to comply with the requirements of the Independent Safeguarding Authority protecting children and	FTP	Reg, FTP, Policy, IT	1 st Apr 10 to 31 st Mar 11	£35,000	£45,000	8.8

No.	Project name	Summary	Owning Dept	Departments impacted	Timeline in financial year 10/11	Operational Expenditure	Capital Expenditure	Risk ref.
	Authority project	vulnerable adults						
MP44	Vetting and Barring Scheme (Phase 2 registrants)	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 st Apr 10 to 31 st Mar 11	£7,000	-	8.8
MP35	Registrations Fees change 2011* * dependent on Committee and Council approval	Implementation of updated fees	Finance	Reg, Fin, IT, Sec, Policy, Comms	1 st March 10 to 28 th Feb 11	£4,500	£2,000	8.1
MP45	Credit card handling outsourcing	Outsourcing of the credit card handling processes to comply with PCI / DSS	Finance	Reg, Fin, IT	1 st Jul 10 to 1 st Jan 11	£50,000	-	
MP36	FTP case management system – Phase 1	Implementation of a single FTP case management system	FTP	FTP, IT	1 st Apr 10 to 31 st Mar 11	£67,200	£563,057	8.9
MP46	Education systems and process review	Analysis of the processes undertaken within the Education department and analysis	Education	Edu, Part, IT	1st July to 31 st Mar 11	£10,800	£130,000	

No.	Project name	Summary	Owning Dept	Departments impacted	Timeline in financial year 10/11	Operational Expenditure	Capital Expenditure	Risk ref.
		of the technology solutions available to assist in delivering the Education department objectives						
MP47	Partners System review	Analysis of the processes undertaken within the Partners department and analysis of whether an alternate technology solution would better assist in delivery of the Partners department objectives	Partners	Part, Edu, FTP, Reg, IT	1 st Aug 10 to 31 st March 11	£36,000	£35,000	
MP38	Transfer of IT external hosting provider	Transfer of the HPC IT Continuity and Web services to an alternate supplier	IT	IT	1 st Apr 10 to 30 th Apr 10	-	-	
MP49	Sharing information with the Electronic Staff Records Project	Enabling the transfer of registration data from HPC to the Electronic Staff Records project (NHS)	Reg	Reg, IT, Comms	1 st Sept 10 to 28 th Feb 11	£12,500	£45,000	
MP48	Registrant publication preferences	Net Regulate change to enable storage of registrant's preferences	Reg	Reg, IT, Comms	1 st Aug 10 to 28 th Feb 11	£12,875	£35,000	

No.	Project name	Summary	Owning Dept	Departments impacted	Timeline in financial year 10/11	Oper-ational Expen-diture	Capital Expen-diture	Risk ref.
		to receive publications in Braille, Welsh, Audio etc.						
MP50	Net Regulate changes 2010-11	A collection of eight technology changes to improve Net Regulate functionality	Reg	Reg, IT, Ops, Fin, Edu	1 st Aug 10 to 28 th Feb 11	£12,500	£110,000	

Abbreviations:

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

Annex 3 Risk Register Extract

THE HEALTH PROFESSIONS COUNCIL												
RISK ASSESSMENT February 2010												
											Project Management	
Ref	Category	Ref #	Description	Risk owner (primary person responsible for assessing and managing the ongoing risk)	Impact before mitigations February 2010	Likelihood before mitigations February 2010	Risk Score = Impact x Likelihood	Mitigation I	Mitigation II	Mitigation III	RISK score after Mitigation February 2010	RISK score after Mitigation September 2009
8	Project Management	8.1	Fee change processes not operational by April 2011	Director of Finance Project Portfolio Manager	3	3	9	Project is managed as part of major projects portfolio	Project progress monitored by EMT & stakeholders		Low	Low
			Links to 1.1, 15.3									
		8.2	Failure to regulate a new profession or a post-registration qualification as stipulated by legislation	Project Lead Project Portfolio Manager	5	1	5	Project is managed as part of major projects portfolio	Project progress monitored by EMT & stakeholders		Low	Low
			Links to 1.1, 15.3									
		8.8	Failure to deliver the requirements of the Vetting & Barring Scheme	Director of Fitness to Practise, Project Portfolio Manager	5	2	10	Project is managed as part of major projects portfolio	Project progress monitored by EMT & stakeholders		Low	Low
		8.9	Failure to deliver a strategic view of FTP Case Management	Director of FTP Project Portfolio Manager	3	3	9	Conduct Research project	Project is managed as part of major projects portfolio	Project progress monitored by EMT & stakeholders	Low	Low
		8.10	Failure to successfully open the Hearing Aid Practitioner register	Director of Operations, Project Portfolio Manager	5	3	15	Project is managed as part of major projects portfolio	Project progress monitored by EMT & stakeholders		Low	Low
		8.11	Failure to successfully open the Counsellors & Psychotherapist register	Director of Operations, Project Portfolio Manager	5	3	15	Project is managed as part of major projects portfolio	Project progress monitored by EMT & stakeholders		Low	Low