

Finance and Resources Committee – 19 July 2012

Education Systems and Process Review Major Project

Executive summary and recommendations

Introduction

The purpose of this paper is to provide the Committee with an update on the progress of this major project since its last meeting in March 2012. At this meeting, the Committee received confirmation that the first two phases of the project (project initiation and business analysis) had concluded successfully. The project is focused on reviewing all of the existing systems and internal day-to-day processes used by the Education Department, to produce a business case and proposed solution for a new information system. This would form a second, separate (yet related) build project.

Progress report

The third phase of the project (tendering) begun in November 2011. This phase has two distinct stages – (i) requirements gathering and (ii) tendering. The requirements gathering stage ran from November 2011 to April 2012. It included a series of workshops (facilitated by an external consultant) and the production of a set of detailed requirements functional and non functional (quality) for a new information system. These requirements were then incorporated into a ‘request for proposal’ (RfP) document for use in the tendering stage.

The RfP was circulated to a short list of seven external suppliers/vendors in early May, with an invitation to tender by the end of May 2012. Unfortunately, just two responses were received by the deadline. In June 2012, a decision was taken by the project board to resubmit the RfP to a larger pool of external suppliers/vendors and extend the timeline for responses. Supplier selection is key to the success of the second build project and it is important that there are a sufficient number of suppliers to objectively compare and score in this project, as the preferred external supplier forms a substantial part of the business case for the second project.

The tendering stage was originally timetabled to run from April 2012 to July 2012 however it has now been extended by three months. The shortlisting and tendering presentations originally scheduled for June and July 2012, will now take place between August and October 2012. These extensions take into consideration the impact of opening the Register of social workers in England as well as the Olympics/Paralympics in London in July and August 2012.

These changes have affected the fourth and final phase of the project and overall project completion date. The following amendments have been agreed by the project board and executive management team.

<u>Phase of project</u>	<u>Original timeline</u>	<u>Revised timeline</u>
1. Project initiation	April – July 2011	N/A - completed
2. Business analysis	Aug – Nov 2011	N/A - completed
3. Tendering	Nov 2011 – July 2012	Nov 2011 – Oct 2012
4. Business case	July 2012 – Aug 2012	Oct – Dec 2012

Decision

This paper is for information only. No decision is required.

Background information

- Education Department work plan 2011-2012
- Education Department work plan 2012-2013
- Education & Training Committee – November 2011
- Education & Training Committee – March 2012
- Education & Training Committee – June 2012
- Finance & Resources Committee – November 2011
- Finance & Resources Committee – March 2012

Resource implications

The resources are accounted for in the Education Department work plan 2012-2013. The project team was revised in May 2012 to take account of changes in staff roles within the Department.

The current project team is as follows:

Project Sponsor: Abigail Gorringe
 Project Lead: Brendon Edmonds
 Senior Supplier: Guy Gaskins
 Senior Users: Paula Lescott & Ben Potter
 Project Manager: Paul Nevin
 Project Team: Education Department members. Representatives from the Communications, Registrations and Secretariat Departments.

The project board comprises of the Project Sponsor, Project Lead, Senior Supplier, Senior User (PL) and Project Manager.

Financial implications

The specific project budget is accounted for as part of the major projects budget for 2012-2013. No changes have been made since the last meeting. The extension of the project timelines did not affect the budget.

Appendices

None

Date of paper

9 July 2012