

Finance and Resources Committee, 19 March 2013

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 progress of this major project since its last meeting in November 2012. The project is focused on reviewing all of the existing internal systems and 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 fourth and final phase of the project has now been successfully completed and the project formally closed in February 2013 following a detailed lessons learnt exercise. This final phase centred on producing a business case for the second, separate build project.

The project board produced and submitted a business case for the second build project to the Executive Management Team in December 2012. The business case was approved by the Executive Management Team and the second, separate major project called 'Education System Build' initiated in January 2013. The Committee will receive future updates on the progress of this build project in due course.

### **The key phases for the project were:**

Project initiation	April – July 2011
Business analysis (Includes review of existing systems and processes and fact finding work	August – November 2011
Tendering (Includes functional and non-functional requirement gathering)	November 2011 – October 2012
Business case	November 2012 – 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 and Training Committee – September 2011
- Education and Training Committee – November 2011
- Education and Training Committee – March 2012
- Education and Training Committee – June 2012
- Education and Training Committee – September 2012
- Education and Training Committee – November 2012
- Education and Training Committee – March 2013
- Finance & Resources Committee – November 2011
- Finance & Resources Committee – March 2012
- Finance & Resources Committee – July 2012
- Finance & Resources Committee – November 2012

## **Resource implications**

The resources were accounted for in the Education Department work plan 2013-2014.

The final project team were as follows:

Project Sponsor: Abigail Gorringe  
Project Lead: Brendon Edmonds  
Senior Supplier: Guy Gaskins  
Senior User: Paula Lescott  
Project Team: Education Department members  
Communications, Registrations and Secretariat Department  
representatives

## **Financial implications**

The specific project budget was accounted for as part of the major projects budget for 2013-2014. The final spend on the project was under budget.

## **Appendices**

None

## **Date of paper**

22 February 2013