

Fitness to Practise Committee, 25 February 2010

Case Management System Phase I

Executive summary and recommendations

Introduction

The purpose of this paper is to provide the committee with an update on the progress that has been made in phase I of the Fitness to Practise Case Management project.

Phase I of the project is now almost completed and in March 2010 we anticipate engaging with the selected vendor(s) on our detailed functional, non functional and reporting requirements.

Since October, the project team have completed the following tasks:

- Assessed and reviewed requests for proposals from selected vendors
- Undertaken a vendor selection exercise
- Reviewed vendor presentations
- Selected vendor(s)
- Captured high level costs
- Document proposed options
- Compile business case for proposed solution
- Captured detailed functional requirements
- Captured detailed not functional requirements
- Captured detailed reporting requirements

As a result of undertaking phase I of this project, we have undertaken a full scale review of the existing processes and procedures and identified areas for development. We have also selected the proposed vendor(s) for the project and during February 2010 we will be entering into negotiations over the proposed terms and conditions. Part of phase II of the project will include undertaking a review of all of the documents and templates used by the department, building and testing the solution and developing a migration plan for the transfer of existing data.

Decision

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

Background information

None

Resource implications

The project team is as follows:

Project Lead: Kelly Johnson
Senior Supplier: Guy Gaskins
Project Manager: Claire Reed
Senior Users: Eve Seall and Alison Abodarham
Project Team: Rick Welsby, Simon Thompson, Grant Edgeworth, Rachel Bull, Jameel Anwar, Anaru Smiler and Ciara O'Dwyer

Financial implications

Capital Expenditure - £134,000
Operating Expenditure - £11,400

The operating expenditure for this project includes a budget of £5,400 for temporary staff to backfill those individuals in substantive posts who are on the project team. This particularly provides for those within the hearings team so as to ensure the scheduling of hearings take place as per normal operating practice.

The capital expenditure includes budget to engage consultants to aid us in the mapping of business processes and to seek expert advice in areas such as reporting and systems design.

We have engaged a business analyst to aid us in the mapping of the existing departmental processes and capture the detailed functional, non functional and reporting requirements.

Appendices

None

Date of paper

12 February 2010