

Fitness to Practise Committee – 21 October 2010

Case Management System Phase II

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 II of the Fitness to Practise Case Management project.

Since April 2010 the project team have completed a number of tasks set out below

- Agreed terms and conditions and work packages with provider(s)
- Conducted work shops on the design of the system
- Reviewed Charter Continuum design specification
- Captured requirements for scanning and electronic document records management
- Defined paperless office process
- Engaged with data migration experts
- Reviewed data migration strategy
- Prepared reporting requirements
- Conducted work shop on reporting requirements
- Reviewed EDRMS and reporting functional design documents
- Conducted workshops to finalise network architectural requirements

We are anticipating signing off the “build phase” of the project at the end of October 2010.

It is anticipated that the system will go “live” in September 2011

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: Denis Risman
Senior Users: Eve Seall and Alison Abodarham
Project Team: Rick Welsby, Zoe Maguire, Gareth Llewellyn, Rachel Bull,
Jameel Anwar, Jonathan Dillon, Jason Rowbottom, Eleanor
Wilson, Alan Shilabeer and Ciara O'Dwyer

Financial implications

Capital Expenditure - £563,057

Operating Expenditure - £67,200

The operating expenditure for this project includes a budget 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.

Appendices

None

Date of paper

4 October 2010