

Finance and Resources Committee – 17 March 2011

Projects Workplan 2011 - 2012

Executive Summary and Recommendations

### **Introduction**

The attached document is the proposed Projects Workplan for 2011 – 2012. 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, Finance, Policy & Standards, Human Resources, Education and Fitness to Practise.

### **Resource implications**

See attached workplan, Annex 1.

### **Financial implications**

See attached workplan, Annex 1.

### **Appendices**

None.

### **Date of paper**

07 March 2011

# Projects Workplan 2011 - 2012

## Contents

Introduction.....	3
This document.....	3
Resources .....	4
Equality and Diversity Assessment.....	4
Annex 1 Potential Project list.....	5
Annex 2 Risk Register Extract.....	9

## Introduction

The aim of the 2011-2012 Projects Workplan is to:

- Timetable projects appropriate to the resource availability within the organisation,
- Provide an overview of projects for potential implementation in 2011-2012.

The aims and scope of the Projects Workplan are directly related to resource constraint of the Portfolio Project Manager and Project Manager.

## Project Planning

The driving forces behind the projects for 2011-2012 year are:

- To implement the statutory projects required by government and Council,
- To continue to implement project started in the financial year 2010-2011 (Fitness to Practise project) and to implement new initiatives to improve business 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 are planned or anticipated to be undertaken in the financial year 2011-2012. All the dates indicated in the table are provisional, and are as such driven by resource constraints (both internal and external), legislative deadlines, business need, and government decisions.

Projects department is heavily impacted by above factors and hence its work priority may change, particularly in light, for example the recent publication of the Government's command paper "Enabling Excellence" which is likely to impact the planned work outlined in this document. **The department will therefore need to be flexible in the delivery of its work plan in order to respond accordingly. This document will be kept under review.**

The timelines of projects with or without 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, call for additional projects to be added or removed from portfolio, the project planning process will be followed and the portfolio and / or project timeline will be altered accordingly.

The list of projects will be reviewed periodically throughout the year at the EMT level to confirm the validity of portfolio.

## **Resources**

All projects will be run using existing human resources within the organisation as well as using temporary resources, if needed, to aid projects implementation at points where organisational resources are stretched thinly.

The total amount of financial resource available to projects in the financial year 2011-2012 is £619,023. This amount is split by opex spend of £38,043 and capex spend of £580,980.

## **Equality and Diversity Assessment**

During project initiation each of the projects will be assessed to establish the equality and diversity impact.

### Annex 1 Potential Project list

No.	Project Name	Summary	Owning Dept	Dept(s) impacted	Timeline in 2011-2012	Risk Register Ref
MP36	FTP Case Management System	Implementation of a single case management system for the FTP department	FTP	FTP, IT, Proj	Sept 2011	8.9
MP52	On Boarding of Social Workers (NP 5.0)	Transfer of regulatory function from GSCC to HPC.	Ops	All departments	Jul 2011 to April 2012	8.12
MP54	New Name – Health and Care Professions Council	Change of name from HPC to HCPC as stipulated in Health and Social Care Bill.	COMMS	All departments	Mar 2011 to April 2012	N/A
N/A	Net Regulate Platform Refresh	Updating software that runs on NetRegulate servers.	IT	All departments	April 2011 to July 2011	N/A
N/A	Account number/Sort code encryption	NetRegulate upgrade to improve security of data by encrypting bank details to mitigate data loss if unauthorised access is made and data removed.	IT	IT, Fin, Proj	April 2011 to July 2011	N/A
N/A	Change registrants web password encryption from DES to AES	NetRegulate upgrade To improve security of data by using an encryption standard that is considered robust.	IT	IT, Proj	April 2011 to July 2011	N/A
N/A	Annotation of the register for Prescribing for Chiropractors, Podiatrists, Physiotherapists and	Functional change to NetRegulate to allow Independent Prescribing for Chiropractors, Podiatrists, Physiotherapists and	Reg	Reg, IT, Edu, Comms, Sec, Proj, Policy	Financial year 2011-2012	N/A

N/A	Paramedics	Paramedics.	Fin	All departments	Financial year 2011-2012	N/A
	Purchase to Payment System (PRS) and Sage 200 Upgrade	Upgrade the current version of PRS and Sage and bring it in-line with the latest release.				
N/A	Education Systems and Process Review	Research to produce a more reliable, pivotal, scalable and partially-automated education system.	Edu	Edu, IT, Proj	Financial year 2011-2012	N/A
N/A	On-line Applications	Extend the HPC's current online service delivery options to include the facility for UK graduates to apply for registration on-line.	Ops	Reg, IT, Fin, Comms, Proj	Financial year 2011-2012	N/A
N/A	Information Security	Creation of information security management system (ISO 27000-2005).	Business process improvement	All departments	Financial year 2011-2012	N/A
N/A	Complete Renewals process to produce print file of lapsed registrants	Enhancement of NetRegulate to automatically produce a print file of lapsed registrants.	IT	IT, Reg, Proj	Financial year 2011-2012	N/A
N/A	DocXP Enhancement	Enhancement to the DocXP software to enable us to capture E&D information for practitioner psychologists and hearing aid dispensers and any future professions.	Reg	Reg, IT, Proj	Financial year 2011-2012	N/A
N/A	Email a random password	Email a random expired password to registrants	IT, Reg	IT, Reg, Comms, Proj	Financial year 2011-	N/A

		when they've forgotten them.				2012	
N/A	Email registrants	Send an email to all registrants of a profession (SMS support: output telephone numbers, include telephone numbers in existing print files, and extended NetRegulate to send SMS).	Reg	Reg	Reg, IT, Proj	Financial year 2011-2012	N/A
N/A	Photos on Registration Cards	Enhancement to of NetRegulate to allow photographs on registration cards.	Reg	Reg	Reg, IT, Proj	Financial year 2011-2012	N/A
N/A	Return Mail Flag	Enhancement to NetRegulate to include a returned mail flag field.	Reg	Reg	Reg, IT, Proj	Financial year 2011-2012	N/A
N/A	On-boarding of practitioners of herbal medicine and traditional Chinese medicine	Project dealing with the regulation of these professions.	Ops	Ops	All departments	Financial year 2011-2012	N/A
N/A	Post-registration qualifications	Allow the Register entries of podiatrists and/or practitioner psychologists to be annotated as podiatric surgeons or neuropsychologists.	Reg	Reg	Reg, IT, Policy, Proj	Financial year 2011-2012	N/A
N/A	Outcome to Modernising Scientific Careers	Enhancement to the NetRegulate and DocXP for potential regulation of Healthcare scientists.	Ops	Ops	All departments	Financial year 2011-2012	N/A

N/A	Psychotherapists and Counsellors	Potential regulation of Psychotherapists and Counsellors.	Ops	All departments	Financial year 2011-2012	8.11
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Abbreviations:

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

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## Annex 2 Risk Register Extract

Ref	Category	Ref #	Description	Risk owner	Impact before mitigations February 2011	Likelihood before mitigations February 2011	Risk Score = Impact x Likelihood	Mitigation I	Mitigation II	Mitigation III	RISK score after Mitigation February 2011
8	Project Management	8.1	Fee change processes not operational by April 2011 Links to 1.1, 15.3	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
		8.2	Failure to regulate a new profession or a post-registration qualification as stipulated by legislation Links to 1.1, 15.3	Project Lead Project Portfolio Manager	5	1	5	Project is managed as part of major projects portfolio	Project progress monitored by EMT & stakeholders		Low
		8.5	Stannary St project - Phase Two	Facilities Manager	3	1	3	Detailed planning, design and quantity surveying of costs	Project progress monitored by EMT		Low
		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

