

Finance and Resources Committee 15 March 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 progress of this major project. The project intends to undertake a full scale review of the existing 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 business analysis phase of the project concluded in November 2011. A report from the external business analyst was considered by the internal project team. Following which, a summary business analysis report was written by the project lead and signed off by the internal project team. This summary report confirmed the direction of travel and objectives for the third phase (tendering) of the project.

The current phase of the project centres on requirements gathering and tendering. A series of workshops have been run by the external business analyst and a draft set of requirements recently received by the internal project team. These requirements will form the basis of a tendering document for external vendors to use, and outline the necessities of a new information system. A series of high level work flow diagrams have been produced to complement these requirements. These work flow diagrams map onto the main operational processes in the department, namely enquires, approval, annual monitoring, major change, concerns, Education and Training Committee/Panel and decision.

Due to the complexity and resource needed to gather requirements, the internal project team has revisited the timelines for the project. The project will now conclude in August 2012, instead of May 2012. This extension has also taken in account the other pressures on the project team in summer 2012 related to the transfer of social workers.

The key phases for the current project have been realigned to;

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|--|---------------------------|
| 1. Project initiation | April – July 2011 |
| 2. Business analysis
(Includes review of existing systems
and processes and fact finding work) | August – November 2011 |
| 3. Tendering
(Includes functional and non-functional
requirement gathering) | November 2011 – July 2012 |
| 4. Business case | July 2012 – August 2012 |

Decision

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

Background information

- Education Department work plan 2011-2012
- Education and Training Committee – 8 September 2011
- Education and Training Committee – 17 November 2011

Resource implications

The resources are accounted for in the Education Department work plan 2011-2012 and proposed Education Department work plan 2012-2013.

The current project team is as follows:

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

Financial implications

The specific project budget is accounted for as part of the major projects budget for 2011-2012 and also part of the draft major projects budget for 2012-2013. The latter budget takes into account the extension to the project.

No changes have been made since the last meeting.

Appendices

None

Date of paper

22 February 2012