

Finance and Resources Committee – 20 November 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 since its meeting in July 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 third phase of the project has been successfully completed on time and the project is now in its fourth and final phase. This phase has two distinct stages – (i) requirements gathering and (ii) tendering.

The tendering phase ran from November 2011 to October 2012. The project board invited three suppliers for interview in September 2012. Second interviews were held in October 2012 for the top two suppliers. Following these interviews, reference and financial checks were run on both suppliers. The project board was due to make a final decision on their preferred supplier for the second build project in early November 2012. The preferred solution is based on Microsoft Customer Relationship Management (CRM) system Dynamics and SharePoint, integrated with our existing email, web and regulation systems.

The project board is now producing the business case for the second build project. This is due to be submitted to the Executive Management Team in December 2012. The second project is anticipated to initiate in January 2013 with the delivery date in the 2013-2014 financial year.

The key phases for the project are:

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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 – October 2012 |
| 4. 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 – 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
- Finance and Resources Committee – November 2011
- Finance and Resources Committee – March 2012
- Finance and Resources Committee – July 2012

Resource implications

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

The current project team is 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 is accounted for as part of the major projects budget for 2012-2013.

No changes have been made since the last meeting.

Appendices

None

Date of paper

1 November 2012