Education and Training Committee – 12 June 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 last meeting in March 2012. The project is focused on reviewing all 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 current phase of the project has progressed well. This phase has two distinct stages – (i) requirements gathering and (ii) tendering. The requirements gathering stage ran from November 2011 to April 2012. It included a series of workshops (facilitated by an external consultant) and the production of a set of detailed requirements functional and non functional (quality) for a new information system. These requirements were then incorporated into a 'request for proposal' (RFP) document for use in the tendering stage. The tendering stage is due to run from April 2012 to July 2012. The RFP was circulated to a short list of suppliers/vendors with an invitation to tender in May 2012. Unfortunately, there was a limited response to the RFP in late May. The project board is currently determining the next steps for the project.

The project team was revised in May 2012 to take account of changes in staff roles within the Department. The timelines for the project are being closely monitored in line with other demands and priorities with the Education Department work plan.

The key phases for the project are;
1. Project initiation   April – July 2011
2. Business analysis   August – November 2011
   (Includes review of existing systems
   and processes and fact finding work)
3. Tendering   November 2011 – July 2012
   (Includes functional and non-functional
   requirement gathering)
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 Department work plan 2012-2013#
- Education and Training Committee – 8 September 2011
- Education and Training Committee – 17 November 2011
- Education and Training Committee – 8 March 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 Users: Paula Lescott & Ben Potter
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
29 May 2012