

Fitness to Practise Committee -16 February 2011

Fitness to Practise Case Management System

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 the Committee met in October 2010, the project team have completed a number of tasks as set out below:

- Reviewed and signed off functional and technical specifications for the EDRMS
- Reviewed and signed off functional and technical specifications for the reporting system
- Agreed functional specification for the Charter system
- Reviewed agree function and technical specification for Net Regulate FTP Web Services
- Reviewed, updated, renamed and agreed all FTP standard letters and templates that will be required for the new case management system (circa 400 documents)
- Agreed naming convention for incoming documents
- Rolled out naming conventions for incoming and outgoing documents to the FTP team
- Engaged a migration expert to assist in the preparation of the migration strategy
- Determined how the "legacy" systems would be accessed
- Held further functional workshops.
- Agreed and implemented the network architecture required for the testing and deployment of the system

Over February and March 2011, the project team will be working on the following tasks:

- Cleansing unstructured and structured data
- Finalising migration strategy
- Preparing the testing strategy
- Preparing training strategy
- Agreeing to-be processes

Decision

This paper is for information, no decision is required.

Background information

None

Resource implications

The project team is made up of the following individuals:

Project Lead: Kelly Johnson, Director of Fitness to Practise

Project Manager: Denis Risman, Project Manager

Senior Users: Eve Seall, Head of Case Management and Alison Abodarham, Head of Adjudication

Senior Supplier: Guy Gaskins, Director of Information Technology

Project Team Members: Jonathan Dillion, Lead Hearings Officer, Jason Rowbottom, Hearings Officer and Tamara Etmuss-Noble, Scheduling Officer (All FTP Adjudication team members), Zoe Maguire, Investigations Manager, Ciara O'Dwyer, Lead Case Manager, Alan Shillabeer and Gareth Llewellyn, Case Managers (All FTP Case Management team member), Jameel Anwar, FTP Administration Manager, Rick Welsby, IT Service Support Manager and Jason Roth Systems Manager (Information Technology).

A number of external contractors and suppliers have also been engaged throughout the period of this project.

Financial implications

2010/11 £563,000 Capital Expenditure, £62,300 Operating Expenditure

It is anticipated that the system will go live in September 2011. After this date, further operating costs such as licensing and ongoing support costs will be accounted for in the operating budget for the Information Technology department.

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 is particularly important as we enter a critical phase of the project in that test data is due to be migrated at the end of March 2011. Furthermore training strategy, training manuals and test scripts need to be written before testing can take begin as planned in May and June 2011. The Executive also need to prepare a 'go live' strategy.

We have also engaged a temporary employee to help with cleansing existing structured and unstructured data in accordance with the migration strategy,

Appendices

None

Date of paper

4 February 2011