

Education and Training Committee – 7 March 2013

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 November 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 fourth and final phase of the project has now been successfully completed and the project formally closed in February 2013 following a detailed lessons' learnt exercise. This final phase centred on producing a business case for the second, separate build project.

The project board produced and submitted a business case for the second build project to the Executive Management Team in December 2012. The business case was approved by the Executive Management Team and the second, separate major project called 'Education System Build' initiated in January 2013. The Committee will receive future updates on the progress of this build project in due course.

The key phases for the project were:

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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 – 8 September 2011
- Education and Training Committee – 17 November 2011
- Education and Training Committee – 8 March 2012
- Education and Training Committee – 6 June 2012
- Education and Training Committee – 13 September 2012
- Education and Training Committee – 15 November 2012

Resource implications

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

The final project team were as follows:

Project Sponsor: Abigail Gorringer
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 was accounted for as part of the major projects budget for 2012-2013. The final spend on the project was under budget.

Appendices

None

Date of paper

18 February 2013