#### **Health Professions Council** Finance and Resources Committee – 20<sup>th</sup> November 2006

#### **PROJECT MANAGEMENT AT HPC**

#### **Executive Summary and Recommendations**

#### Introduction

One of the main functions / benefits of HPC's ISO 9000 certification is the continual examination of processes in order to implement improvements. As part of this, HPC wishes to formalise its approach to project management and planning to ensure a consistent and efficient approach to projects across the organisation. For this reason, terms of reference and working practises have been refined.

#### Decision

The Committee is asked to agree the principles around effective project planning, management and execution detailed in this paper.

#### **Background information**

Although HPC is a small organisation of approximately 90 people, it is a rapidly expanding organisation and there are therefore many projects that are conducted throughout the course of each financial year that require effective planning, management and execution.

These projects span a wide spectrum – from those that are highly visible and involve Council / Committee input and most departments in the organisation (e.g. fee rises), to those that only involve and effect one department (e.g. making systems improvements to LISA).

Since these projects cover an extensive range and will be lead and managed by a variety of people, it is essential from a control perspective that:

- 1. there is a common understanding of what a project is
- 2. there is a common understanding of the different types of projects
- 3. there is a common method of planning and documenting these projects

It is also necessary that there is an organisation-wide agreement on the manner in which projects will be prioritised, scheduled and reported upon.

Therefore this paper puts forward the following:

- 1. Definition of a project
- 2. Definition of the different project types
- 3. Definition of the roles within a project team
- 4. Definition of required project documentation

Date 2006-11-03 Ver.

С

Dept/Cmte Doc Type PPR OPS

Nov 2006

- 5. Definition of project success criteria
- 6. The HPC process for prioritising and scheduling projects
- The HPC projects reporting process

#### **Definition of a project**

In order to ensure that there is a common understanding of the difference between everyday work and project work, it is proposed that an adapted version of the Prince 2 (industrystandard project management methodology) definition of a project is adopted by HPC:

A controlled environment that is used to deliver the results defined in a documented Business Case.

Projects have the following characteristics:

- 1. A finite and defined lifecycle
- 2. Defined and measurable results
- 3. A set of corresponding activities to achieve these results
- 4. A defined amount of resources
- 5. An organisation structure, with defined responsibilities, to manage the project

#### **Definition of the different project types**

Since a more rigorous set of documentation will be required depending on the complexity of the project, the following project definitions have been made:

- 1. Major projects.
- 2. Business as usual (BAU) projects.

In addition to this, there are pieces of work that are **Enhancements** that also require planning, review and some documentation.

#### **Major projects**

Major projects are those that use large amounts of resources, have a high risk or significant consequences. Further guidelines for definition would be that the project has two or more of the following characteristics:

- 1. Involves three or more departments and/or;
- 2. Has a significant public / political impact and/or;
- 3. Involves a major change to a core business IT system and/or;

Ver.

С

Dept/Cmte Doc Type PPR OPS

Nov 2006

- 4. Involves a major change to a core business process and/or;
- 5. Has a high impact if the project fails to deliver on time or on budget

#### Business-as-usual (BAU) projects

Business-as-usual projects are those that involve:

- 1. Minor changes to business processes.
- 2. A distinct body of work that falls outside of a single department's day-to-day duties

#### Enhancements

Enhancements are:

• Minor changes to any IT system

#### Definition of roles within a project team

Role	Responsibility
	The Project Lead is the person that has overall responsibility for the project.
	They will be instrumental in defining:
	- What the objectives of the project are. i.e. what the results of the project should be
	- The level of quality to which the results will be measured
	- The approach that the project will take – how will the project be conducted
Project Lead	- The resources that will be assigned to the project
	They are responsible for :
	- calculating the budget required,
	- for obtaining funding for the project
	- monitoring spending
	<ul> <li>reporting to the project sponsor and all stakeholders (e.g. Committees, Council, EMT, the Project Sponsor)</li> </ul>
	- making key decisions around the project approach, as the project

Ver.

С

Int. Aud. Public

RD: None

Role	Responsibility
	continues
Project Sponsor	The Project Sponsor is the person that has commissioned and is paying for the project. Due to this they are the key stakeholder.
Project Manager NB In business-as- usual projects the project manager will usually be the same person that takes the project lead role.	<ul> <li>The project manager is responsible for:</li> <li>drafting all project documentation: charter, plan, business requirements (if ness) risk log, issue log, lessons learned log, stage review and end of project report.</li> <li>ensuring that all project tasks are completed according to the plan deadlines (this may involve scheduling project meetings, ensuring adequate communication amongst the project team, escalating issues to more senior members of staff)</li> <li>ensuring that the risks and issues are properly managed</li> <li>ensuring that the project lead is fully aware of the progress of the project, of excessive project spend and of any risks and issues</li> <li>ensuring that the project team fully considers and evaluates the resourcing requirements of the project</li> <li>ensuring that the project plan incorporates adequate contingency</li> <li>Additional Major Project Manager duties:</li> <li>Defining process and documentation for HPC projects</li> <li>Reporting on major projects to EMT as appropriate (e.g. exception reporting)</li> <li>Reporting on project portfolio progress to EMT/ Council/ committees</li> <li>Offering advice to employees on best practise in terms of HPC (business as usual) projects.</li> </ul>
Project team	Members of the project group responsible for completing all project tasks. This will include, as a minimum, the senior user and the senior supplier. The members of the team can be either internal or external.
Project stakeholder	Any persons with a significant interest in the project

Ver. c

Dept/Cmte OPS

Doc Type PPR

#### **Definition of required documentation**

The following documentation has been identified as obligatory for the three different types of project. The information required in each document is proportionate to the scale and the type of project being undertaken.

No	Major projects	Business as usual projects	Enhancements
1	Charter	Charter	IT helpdesk ticket
2	Project plan	Project plan / milestones	Business requirements
3	Business requirements	Business requirements (IT dept	UAT plan & scenarios
		projects only	
4	UAT plan & scenarios	UAT plan & scenarios (IT dept	End of project report
		projects only)	
5	Process testing plan &	Process testing plan & scenarios	
	scenarios		
6	Issue log	End of project report	
7	Risk log		
8	Lessons learned log		
9	Stage review		
10	End of project report		

Examples of the required documentation templates are attached in the appendices.

No	Document	Definition	Owner
1	Charter	Document that defines the	Project manager. Signed off
		following:	by project team.
		- Business case	
		<ul> <li>Project criticality</li> </ul>	
		<ul> <li>Project objectives</li> </ul>	
		- Project benefits	
		- Project scope	
		- Project team	
		- Risks and Dependencies	
		<ul> <li>Project milestones</li> </ul>	
		- Future Business process (if	
		any)	
1	IT helpdesk ticket		User
2	Project plan / milestones	Document detailing:	Project manager. Signed off
		- Project tasks	by project team and resource
		- Start and Finish dates	providers i.e. project team
		- Task owners	member's manager
		- % complete	
		Or	
		<ul> <li>Main project tasks</li> </ul>	
		- Start and Finish dates	
		- Task owners	
2	Project milestones	Summary document showing main	Project lead / manager.
		project tasks, start and finish dates,	Signed off by project team
		task owners	

С

Doc Type PPR

No	Document	Definition	Owner
3	Business requirements	Document detailing all IT systems changes	Project manager. Signed off by project team & IT supplier
4	UAT plan & scenarios	Document detailing the aims of UAT and all the testing scenarios that must be completed	Technology (written with project team)
5	Process testing plan & scenarios	Document detailing the aims of process testing and all the testing scenarios that must be completed	Project Lead / Team
6	Issue log	Document detailing and tracking all issues encountered during the project	Project manager
7	Risk log	Document detailing and tracking all risks encountered during the project	Project manager
8	Lessons learned log	Document detailing all lessons (positive and negative) learnt during the project	Project manager
9	Stage review	Document used to report progress to stakeholders throughout the project	Project manager. Used by Project lead to report to EMT, Council, committees, stakeholders
10	End of project report	Document to analyse the project: - how it was conducted, - the positives - the negatives and - the result of the project as opposed to the objectives set in the business case	Project manager

#### Definition of project success criteria

The definition of these criteria will ensure that all projects are assessed in a consistent manner.

Projects are measured in terms of how they deliver in relation to the initial plan/business case:

- 1. Are they on time?
- 2. Are they on budget?
- 3. Are they delivering the defined results to the level of quality specified?

#### HPC process for prioritising and scheduling projects

In order to ensure that major projects are efficiently planned and budgeted, the following timeline has been established based on the financial year:

No	Timeline	Action
1	September – October	1. Project manager and Dept heads compile list of
		major projects for the following financial year
		2. Project manager and Dept heads prioritise all
		projects based on HPC prioritisation criteria
		3. Projects assessed by EMT & CEO for inclusion in
		the following financial year's project portfolio
2	November	1. Project manager identifies Project lead, Project
		sponsor and team and agrees roles
		2. Project manager writes charter and agrees it with
		project team
		3. Project manager writes high level project
		requirements (incl. business requirements, if any)
		with project team
		4. Project manager gathers high level estimates of
		project costs and resourcing requirements from
		project leads
3	December	1. EMT & CEO determine, based on costs, business
		priority and resource availability, which projects
		will be conducted in the following financial year.
		2. EMT & CEO provide sign off.

This financial year timeline is depicted in the Project prioritisation chart in Appendix B

Should an urgent business need for a project arise during the financial year, the project would be assessed in a similar manner as above and if accepted for inclusion, the project portfolio would be re-adjusted to compensate for the new project. i.e. projects will be cut to free up resources and funding.

The prioritisation criteria that will be used are the following:

- 1. Initiatives that are the result of (Technology) security issues
- 2. Initiatives that are undertaken due to statutory / policy requirement changes
  - a. Initiatives driven by a statutory decision that has defined timeline
  - Initiatives driven by a policy decision that has defined timeline b.
  - Initiatives driven by a business decision that has a defined timeline c.
  - d. Initiatives driven by a statutory decision that does not have a defined timeline
  - Initiatives driven by a policy decision that does not have defined timeline e.
  - f. Initiatives driven by a business decision that does not have a defined timeline
- 3. Initiatives that are undertaken to implement better controls within the business areas

Ver.

С

Int. Aud. RD: None

Public

- 4. Initiatives that are undertaken to improve processes that directly effect applicants / registrants (e.g. changes to application forms)
- 5. Initiatives that are undertaken to create operational efficiencies (e.g. changes to the registration system to allow bulk letters to be generated)

#### **HPC** projects reporting process

All HPC major projects will be reported on to EMT on a monthly basis by means of the scorecard attached as Appendix A and will be presented as an element of the Operations report submitted to each Finance and Resources meeting.

As can be seen from the template, each project is given a unique identifier will be used as a cross reference with the financial project reporting. This will be discussed in further detail in the paper entitled Project reporting to be presented today by Simon Leicester.

The scorecard details the following information:

Project ID Project priority Project name Project description Name of project sponsor Name of project lead Indication of progress of key project documentation – charter, plan, business requirements Overall project budget for the current financial year Overall project spend for the current financial year Due date Status This field uses the standard Red, Amber, Green (RAG) ratings to show the

status of the project and arrows to show whether the project's status has improved, declined or remained the same since the previous reporting cycle.

It is the responsibility of the Major projects manager to maintain this scorecard – all financial information will be provided by the appropriate project lead.

It is the intention to roll this major projects reporting out on a trial basis from April 2007. Following a six month trial period, consideration will be given to rolling out scorecards in a similar format to Business and Usual projects.

#### **Resource implications**

С

There is a significant administrative overhead to delivering projects in a controlled and effective manner.

Extensive project management methodologies are common practise in large (public and private) organisations; the above proposal is a scaled down version that is appropriate to HPC's requirements and size. However it is essential that such a methodology is adopted in

Date 2006-11-03 Ver. Dept/Cmte Doc Type PPR OPS

Project management at HPC 20th Nov 2006

order to prepare for the organisation's ongoing expansion and to continue to provide a quality service that makes best use of registrant fees.

#### **Financial implications**

None

#### Appendices

Appendix A – Major projects scorecard Appendix B – Project prioritisation timeline Appendix C – Charter example Appendix D – Project plan example Appendix E – Business requirements example

#### Date of paper

20<sup>th</sup> November 2006

Ver.

С

# Appendix A – Major projects scorecard

-

# HPC Major Projects 2006/7 Scorecard

Status	U	<b>↓</b>	On hold	On hold	<b>0</b>	Phase 2 on hold	U		U	ی ر
Due Date	26/01/07	30/06/08	31/12/07	01/04/08	20/05/11	Phase 1 : Jul 06 Phase 2 : TBD	15/06/07	22/09/06	31/10/06	iounts in £000
06/07 Spend*	Internal		On hold	On hold				Internal	Internal	* All am
06/07 Budget*	Internal	£25	On hold	On hold	£20			Internal	Internal	ting cycle /cle ng cycle
Business Reqs (if IT)	z	z	z	z	z	~	z	z	>	ed since last repor ce last reporting cy d since last reporti
Project Plan	Z	Y	7	z	>	z	~	Z	~	ect has improve sct is static sinc sct has decline
Project Charter	Ζ	Ν	z	7	7	*	z	Y	7	Status of proje Status of proje Status of proje
Project Lead	T Goulbourne	C Savage	C Savage	C Savage	G Ro s. Samp on L <sup>c</sup> osti	0 Harkin	S Leicester	E Seall	A Creighton	口口
Project Sponsor	R Dunn	G Ross- Sampson	G Ross- Sampson	G Ross- Sampson	M Seale	Hot hton	M Seale	K Johnson	G Ross- Sampson	
Project Description	Testing and upgrade of IT infrastructure to ensure that HPC is secure	Implementation of processes to audit & track registrants' evidence of CPD.	On-boarding of the Applied Psychologists	Absorption of the Hearing Aid Council	Revision of equality & diversity policies to ensure HPC is pro- actively eliminating discrimination	Phase 1 : Creation Jr forms & guidance otes & rollout of process Phase 2 : LISA enhancement to record	Realignment of registration fee charges	Finalisation of Fitness to Practise database	Improvements to existing Approvals MS Access database	project will miss deadline
Project name	Infrastructure improvement	Continuing Professional Development (CPD)	On-boarding of the Applied Psychologists	On-boarding of Hearing Aid Council	Equality and Diversity Project	Return to Practise	Registration fee change	Fitness to Practise Database	Education database	meet deadline hat it is probable that <sub>I</sub> I deadline
Priority	1a	d1 1	d1 d	d1 d	d 1	đ	10	2	5	roject is due to idications are t ect has missed
No.	MP1	MP2	MP3	MP4	MP5	MP6	MP7	MP8	MP9	<u>Key</u> : Green – Pı Amber – In Red – Proj

Title Major Project Scorecard - Appendix A

Dept/Cmte OPT Ver. a **Date** 2006-10-31

Doc Type PPR

Int. Aud. Public RD: None **Status** Final **DD:** None

Scorecard
$\mathbf{\dot{o}}$
ŏ
0
S
S
G
Ð
ō
Ľ
2
Ĕ
a
2
$\mathbf{O}$
ď
Ŧ

Status	U	5	<b>U</b>							
Due Date	01/12/06	02/03/07	10/07/07							s,0
06/07 Spend*			Internal					Internal		ounts in £00
06/07 Budget*	£10	£20	Internal	£12	£13.2	£25	£15	Internal		* All am
Business Reqs (if IT)	~	~	z	z	z	z	z	z	z	reporting cycle
Project Plan	z	7			z	z	Z	Z	Z	ved since last
Project Charter	7	Y	¥	6	z	z	Z	Z	Z	oject has impro
Project Lead	M Cheema	S Gillick	J Archibald / Huw Bevan	R Houý	ц Щ, ЭН	R Houghton		C Harkin	N O'Sullivan	Status of pre
Project Sponsor	S Leicester	S Leicester	R Houghton	G Ross- Sampson	G Ross- S rson	G i Jr Sar Json		R Houghton	N O'Sullivan	
Project Description	Upgrade to allow HPC to continue to accept DD payments	LISA enhancement to automate mid-cycle lapsing	All Admissions forms and guidance notes to be updated & to include CPD and Return to Practise information	LISA enhancement to allow applicants to apply & pay online.	Giving registrants the ability to update their personal details online	LISA enhancement enable Registratic s to calculate mid-cycle	LISA enhancement to allow ad-hoc mail merge runs	LISA enhancement to allow the electronic verification of passlists	Extension of HOMER system to include Council members	
Project name	BACS / IP	Intermediate Lapsing	Updating of Admissions forms	Online Applications	Online LISA authentication	Registration fee calculator	Bulk Letter generation	E-pass list upload	HOMER improvements	= - -
Priority	N	2	m	ε	ε	ε	4	4	4	- - - -
No.	MP10	MP11	MP13	MP12	MP14	MP15	MP16	MP17	MP18	Key:

Amber - Indications are that it is probable that project will miss deadline Green - Project is due to meet deadline

Red – Project has missed deadline

Doc Type PPR Dept/Cmte OPT Ver. a **Date** 2006-10-31

Title Major Project Scorecard - Appendix A

Status Final DD: None

Int. Aud. Public RD: None

ო

Status of project has declined since last reporting cycle Status of project is static since last reporting cycle

℃⇨

# Appendix B – Project Prioritisation Timeline

Timeline
Prioritisation
r Projects
HPC Majo

May-08							ten
Apr-08							nents to be wri
Mar-08							siness requirer
Feb-08							ect plan and Bu
Jan-08							Proje
Dec-07						EMT & CEO assign resources & budget & sign off projects list	
Nov-07				Indertaken		Project Charter written. High level costs estimated	
Oct-07				Projects to be u	Prioritise projects list. EMT consider list		
Sep-07				2007/8	ID 2007/8 projects		
Aug-07							
70-INL							
70-nuC							
May-07			itten				
Apr-07			ements to be wr				
Mar-07			usiness require				
Feb-07			ject plan and B				
Jan-07			E C				
Dec-06		EMT & CEO assign resources & budget & sign off projects list					
Nov-06		Project Charter written. High level costs estimated					
Oct-06	Prioritise projects list. EMT consider list						
Sep-06	ID 2007/8 projects						



Int. Aud. Public RD: None

Status Draft DD: None

# Appendix C – Project Charter Sample

Intermediate Lapsing Charter	
Business Case and Problem Statement	
Summary:	
<ul> <li>Currently if a registrant's payment (Direct Debit, cheque, card payment) fails, the registrant is not rem registrant informing them of the failed payment. Furthermore notifications are not followed up to ensu</li> </ul>	oved from the register and notification is manually sent to the re that payment is made.
This project will:	
Semi-automate the lapsing of the registrant from the register	
Semi-automate the registrant notification process	
<ul> <li>Improve controls around the fee-payment process</li> </ul>	
Project Criticality:	
<ul> <li>Since there is currently no manual process to notify registrants or to lapse them from the regular due (Transaction Manager in Finance) because of the manual nature of the operation, there is 'tention' to two years without paying. The implications of this, in some cases, are:</li> </ul>	to r. n-payr und there is an ongoing person risk al for Registrants to remain on the HPC Register for up
• An overstatement of accounting income occurs (no mid cycle lapse the unit of the content of th	rges coming off, to trigger a reduction in accrued income)
• A loss of positive cashflow, since no follow up payment is solicited from the agis, ants after the	first payment fails
Further implications are that:	
• Record errors arise on the HPC Register from overst، الله الله الله الله الله الله الله الل	
• A lack of fairness between paid-up Registr 1d the et to pay	
<ul> <li>If the process is not semi-automated, insufficient in ernal control: exist to ensure lapsing omissions a comprehensively.</li> </ul>	e highlighted or that lapsing omissions are activated
• Lack of notification to registrants leads to the request the function owing at renewal. This registrant. Such confusion and lack of clarity causes HPC reputational damage.	causes confusion and potential financial difficulty for the
<ul> <li>Lack of notification and the resultant confusion at the time of renewal creates a significant increase in Registrations Departments.</li> </ul>	telephone queries and complaints, both for the Finance and
Objectives	Project Team
To implement a process that will ensure that non-paying registrants are removed from the register within a suitable timeframe	Sponsor : Simon Leicester
<ul> <li>To implement a process that will, consistently and comprehensively, notify registrants if their payments have failed</li> </ul>	Project Team : Manj Cheema, Shelagh Gillick, Tyrone
• To ensure that the above processes are semi-automated in order to free up Transaction Manager time for higher value activities and reduce person cover risk	Stakeholders : Claire Harkin, Richard Houghton, Roy
<ul> <li>To implement improved controls around the fee-paying process</li> <li>To reduce telephone queries and complaints for Finance and Registrations Dept and Registrants</li> </ul>	
Date     Ver.     Dept/Cmte     Doc Type     Title       2006-10-03     d     OPT     DCB     Intermediate Lapsing charter and flow	tatus Int. Aud. ratin Internal Di None RD: None

Intermediate Lapsing Charter

Project Scope				
<ul> <li>In Scope</li> <li>Definition of intermediate lapsing process</li> <li>Definition of payment-failure process</li> <li>Semi-automation of intermediate lapsing process in LISA</li> <li>Semi-automation of payment-failure process in LISA</li> <li>Payment-failure automation to include the ability to automatically notify print</li> </ul>	s of a print run			
Bulk letter generation for letters other than those regarding payment failure	0			
				I 1
Risks and Dependencies	Project Milest	ones		
• That there will be adequate resources within Finance , arforn the	Process Defini	tion	15 <sup>th</sup> September 2006	
following:	Business Requ	lirements Finalisation	20 <sup>th</sup> October 2006	
Define the payment-failure notification process	Systems Build	Completion	15 <sup>th</sup> December 2006	
Define the Intermediate lapsing process     Define and document the LISA business requirements	Systems Testir	ng Completion	26 <sup>th</sup> January 2007	
Liase with Technology during the systems build time	User Acceptan	ce Testing Completion	16 <sup>th</sup> February 2007	
Test the application modifications, once complete	Training and ro	ollout	23 <sup>rd</sup> February 2007	
That there will be adequate resources within Technology and Digital Steps to	Post implemen	tation review	2 <sup>nd</sup> March 2007	

**Future Business Process** 

implement the business requirements according to the project timeline

· That the fee-paying process will not change during the course of the project · That the legal requirements around fee charging will not change during the Please see attached

during the course of the project

course of the project

That the printers' automated print-run notification process will not change

Doc Type DCB Dept/Cmte OPT Ver. a **Date** 2006-07-26

Title Application form guidance notes review

Status Draft DD: None

Int. Aud. Internal RD: None



Intermediate Lapsing Charter – Process flow

Draft DD: None Status

Internal RD: None

Application form guidance notes review

ര





Title Application form guidance notes review

Int. Aud. Internal RD: None

Status Draft DD: None

Doc Type DCB

Dept/Cmte OPT Ver. a

**Date** 2006-07-26

3rd Quarter	Jul																																	
	Finish	Tue 10/07/07	Mon 02/04/07	Mon 05/03/07	Fri 08/09/06	Fri 06/10/06	Mon 05/03/07	Fri 20/10/06	Fri 06/10/06	Fri 06/10/06	Fri 06/10/06	Fri 06/10/06	Fri 06/10/06	Fri 06/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06	Fri 20/10/06				
	Start	Mon 07/08/06	Mon 14/08/06	Mon 14/08/06	Mon 04/09/06	Mon 11/09/06	Fri 01/09/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 09/10/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06	Mon 14/08/06				
	Duration	227 days	151 days	131 days	5 days	20 days	117 days	50 days	40 days	40 days	40 days	40 days	40 days	40 days	10 days	50 days	50 days	50 days	50 days	50 days	50 days	50 days	50 days	50 days	50 days	50 days	50 days	50 days	50 days	50 days		• •		
			ate		stakeholders regarding current form and guidance notes feedback	bodies / stakeholders	nternational forms and guidance notes	ack				form	JK and one form for Readmission	S	σ							e notes		otes		ss: UK registration, International registration, Readmissions, Grandparenting &	ormation		ion	on	Milestone    External Tasks	Summary External Mileston	Project Summary	Page 1
	tsk Name	oplication forms and guidance notes project	Forms and Guidance notes updat	Review and Re-write of application forms	Elicit feedback from professional bodies / st	Receive back feedback from professional b	Include modalities information in UK and Int	UK Application pack / Readmissions pac	Review & update Checklist	Review & update Application form	Review & update Payment form	Separate UK form from Readmission for	Combine all forms into one form for UK	Incorporate version control to all forms	Re-format forms to be ICR comaptible	International Application pack	Grandparenting Application pack	Returners to Practise pack	Supplementary forms	Review and Re-write of Guidance notes	Review& update guidance notes	Registration / Readmissions guidance	Grandparenting guidance notes	International registrations guidance not	Returners to Practise guidance notes	Create five separate sets of guidance notes Returners to Practise	Review / Include Returners to Practise infor	Review / Include CPD information	Review / Include cheque payable informatio	Include payment details & payments sectior	Task	plication form project plan Split	Progress	-
	П	- P	5	e	4	ъ	9	2	8	6	10	1	12	13	14	15	25	35	42	47	48	49	50	51	52	53	54	55	56	57		Project: Ak	2222	

t Finish Jud	/08/06 Fri 20/10/06	/08/06 Fri 20/10/06	/08/06 Fri 20/10/06	/10/06 Mon 05/03/07	/10/06 Fri 24/11/06	/10/06 Mon 23/10/06	/10/06 Tue 31/10/06	/10/06 Mon 06/11/06	/11/06 Fri 24/11/06	/10/06 Fri 26/01/07	/10/06 Fri 27/10/06	/11/06 Mon 27/11/06	/11/06 Fri 15/12/06	/01/07 Fri 26/01/07	/10/06 Fri 02/02/07	/10/06 Mon 23/10/06	/10/06 Fri 10/11/06	/11/06 Mon 27/11/06	/11/06 Fri 12/01/07	/01/07 Fri 02/02/07	/10/06 Fri 03/11/06	/10/06 Mon 23/10/06	/10/06 Mon 30/10/06	/10/06 Fri 03/11/06	/02/07 Mon 05/03/07	/02/07 Mon 05/02/07	/02/07 Fri 02/03/07	/03/07 Mon 05/03/07	/02/07 Thu 29/03/07				
on Star	lays Mon 14	lays Mon 14/	lays Mon 14	lays Mon 23	lays Mon 23	day Mon 23,	day Tue 31/	lays Tue 31/	tays Tue 07/	lays Mon 23/	lays Mon 23/	day Mon 27/	lays Mon 27/	lays Mon 08/	lays Mon 23	day Mon 23,	lays Mon 23/	day Mon 27,	lays Mon 27/	lays Mon 15/	lays Mon 23	day Mon 23,	lays Tue 24/	lays Tue 31/	lays Mon 05	day Mon 05/	lays Mon 05/	day Mon 05/	lays Mon 05/				
Durati	20 0	20 0	20 0	81 d	25 d	S	-	20	14 0	55 d	20	-	15 0	15 0	60 d	plicants 1	15 0	-	20 0	15 0	10 d	-	20	40	21 d	F	20 0	-	39 d	External Tasks	External Milestone	Deadline	
						riod of syndication for the forms and guidance note	s departments	nents				king group	dr			dication period with a sample of registrants and app	pplicants	and applicants	cants			cken for legal approval				h editing				Milestone	Summary	Project Summary	Page 2
	ons information	information	ion control	ritten forms and guidance notes	lepartments	and International that there will be a pe	ms and guidance notes to registration	eries arising from registrations depart	any necessary changes	g group	stakeholders to be included in group	ms and guidance notes to internal wo	eries arising from internal working gro	any necessary changes	strants and Applicants	Stakeholder Manager to arrange a syr	ndication period with registrants and a	ms and guidance notes to registrants	eries arising from registrants and appl	any necessary changes		ited version of forms to Johnathon Bra	eries arising from Johnathon Bracken	any necessary changes		ance notes and forms for Plain Englis	ain English editing process	ms back from Plain English	ld guidance notes	Task	Split	Progress	
Task Name	Include convictic	Include appeals	Incorporate vers	Syndication of re-wi	Registrations d	Inform UK a	Forward for	Manage qui	Implement :	Internal workin	Identify key	Forward for	Manage que	Implement :	Sample of Regi	Liaise with (	Arrange syr	Forward for	Manage que	Implement :	Legal approval	Forward edi	Manage qui	Implement :	Plain English	Submit guic	Manage Pla	Receive for	Sign off of forms an		Application form project plan		
	58	59	60	61	62	63	64	65	99	67	68	69	70	71	72	73	74	75	76	27	78	62	80	81	82	83	84	85	86		Project:	- רמוס	

Joint Insperi, Interest Syndhom and Jacking Commission on Education and Taching Commisses and agrin     1 apr     <	Task I	Vame	-					Duration	Start	Finish	3rd Quarter Jul
Present paper forms for sign of thy Education and Tarring Committee agenda.     1 days     Mon 190207     Fris 60007       Sumin paper, forms is guidance roote to Spectranter for induction on Education and Tarring Committee agenda.     1 days     Mon 190207     Fris 60007       Sumin paper, forms is guidance roote to Spectranter for induction on Education and Tarring Committee agenda.     1 days     Mon 190207     Fris 60007       Present paper and forms for sign of thy Education and Tarring Committee agenda     1 days     Mon 190207     Fris 60007       Present paper and forms for sign of thy Education and Tarring Committee agenda     1 days     Mon 190207     Mon 190207       Present paper and forms for sign of thy Education and Tarring Committee agenda     1 day     Mon 190207     Mon 190207       Device and document improved form access method     5 days     Mon 190207     Fris 60006       Present paper and bookment improved form access method     5 days     Fris 60006       Present paper and bookment improved form access method     7 days     Fri 800307     Fri 800307       Education forms and publicies     1 day     Mon 200417     Fri 800307     Fri 800307       Education forms and publicies     1 day     Mon 200417     Fri 800307     Fri 800307       Education forms and publicies     1 day     Mon 200417     Fri 800307     Fri 800307       Education forms and publicies     1 day		Submit forms &	guidance notes to	EMT for review and sign of	*			1 day	Tue 06/03/07	Tue 06/03/07	
Sumit paper, forms & gludance notes to Secretarial for holasion on Education and Training Committee agenda. Sumit paper, forms & gludance notes to Secretarial for holasion on Education and Training Freest paper and forms (rs sign of by Education and Training Freest paper and forms (rs sign of by Education and Training Freest paper and forms (rs sign of by Education and Training Freest paper and forms (rs sign of by Education and Training Freest paper and forms (rs sign of by Education and Training Freest paper and forms (rs sign of by Education and Training Freest paper and forms (rs sign of by Education and Training Freest paper and forms (rs sign of by Education Freest paper and forms (rs sign of by Education Freest paper and forms (rs sign of by Education Freest paper and forms (rs sign of by Education Web Bale update Freest and grant and guidance notes in the chincibly implemented Lase with Tony to ensure that method and website Found forms and guidance notes and revised form access method Lase with Tony to ensure that method and website Lase with Tony to ensure that method and website Lase with Tendo and the chincibly implemented Lase with Tendo and and the chincibly implement chincible Lase with Tendo and and the chincible Lase with Tendo and the chincible Lase with Tendo and and the chincible Lase with Tendo and the chi		Prepare paper fo	or Council and ET(	C to explain and justify the	changes made			10 days	Mon 05/02/07	Fri 16/02/07	
Sumit paper, Irms & guidance motes to Secretated for inclusion on Council genda         1 day         Ved 380307         Ved 380307 <td< td=""><td></td><td>Submit paper, fo</td><td>orms &amp; guidance n</td><td>otes to Secretariat for inclu</td><td>sion on Education</td><td>and Training Committee ac</td><td>jenda</td><td>1 day</td><td>Mon 19/02/07</td><td>Mon 19/02/07</td><td></td></td<>		Submit paper, fo	orms & guidance n	otes to Secretariat for inclu	sion on Education	and Training Committee ac	jenda	1 day	Mon 19/02/07	Mon 19/02/07	
Present paper and forms for sign of thy Education and Training     1 day     wur 380307     wur 380307     wur 380307       Present paper and forms for sign of thy Councel     1 day     wur 380306     Fr(0103066       Present paper and forms for sign of thy Councel     5 days     won 380306     Fr(0103066       Present paper and pulstore index     5 days     won 380306     Fr(0103006       Present paper with styre and forms for sign of thy Councel     5 days     won 380306     Fr(0103006       Present paper with styre and forms and guidance noise and trained form access method     1 day     Fr(200307     Fr(200307       Present paper with styre and forms and guidance noise and trained form access method     1 day     Fr(200307     Fr(200307       Present paper with styre and forms and guidance noise and trained form access method     1 day     Fr(200307     Fr(200307       Present paper with styre and forms and guidance noise and trained form access method     1 day     Fr(200307     Fr(200307       Lest write and form access method     1 day     Fr(200307     Fr(200307     Fr(200307       Lest mathod     1 day     Fr(200307     Fr(200307     Fr(200307     Fr(200307       Lest mathod     1 day     Fr(200307     Fr(200307     Fr(200307     Fr(200307       Lest mathod     1 day     Fr(200307     Fr(200307     Fr(200307 <td< td=""><td></td><td>Submit paper, fo</td><td>orms &amp; guidance n</td><td>otes to Secretariat for inclu</td><td>sion on Council age</td><td>enda</td><td></td><td>1 day</td><td>Mon 19/02/07</td><td>Mon 19/02/07</td><td></td></td<>		Submit paper, fo	orms & guidance n	otes to Secretariat for inclu	sion on Council age	enda		1 day	Mon 19/02/07	Mon 19/02/07	
Tream         Total         Tual         <	1	Present paper a	and forms for sign o	off by Education and Trainir	D			1 day	Wed 28/03/07	Wed 28/03/07	
Weisike update         14 days         Work 20000         Mont 20000         Fit 010900         Fit 0100900         Fit 0109000         Fit	1	Present paper a	and forms for sign o	off by Council				1 day	Thu 29/03/07	Thu 29/03/07	
Devise and document improved form access method     5 days     Mon 500806     Fri 000006       Preverse websele for meering and montene improved form access method     5 days     Mon 00,0006     Fri 2000307       Preverse websele for meering     7 days     Fri 200307     Fri 200307       Preverse websele for meering     1 day     Fri 200307     Fri 200307       Update webste     7 days     Fri 200307     Mun 60/7017       Dotate     1 day     Mon 202407     Mun 60/7017       Dotate webste     1 day     Mon 202407     Mun 60/7017       Definition     1 day     Mon 202407     Mun 60/7017       Definition     1 day     Mon 202407     Mun 60/7017       Definition     1 day     Fri 300307     Mun 60/7017       Definition     1 day     Mon 202407     Mun 60/7017       List     1 day     Mon 202407     Mun 60/7017       Undel     Fri 300307     Mun 60/7017     Mun 60/7017       List     1 day     Mon 202407     Mun 60/7017       Using the meet List     1 day     Mon 202407       Mine Business requirements for List     1 day     Mon 202407       Mine Business regularements     1 day     Mon 202407       Dudie     Fri 400307     Mun 6600707       Mine Business regri on proj		Website update						141 days	Mon 28/08/06	Mon 02/04/07	
Liase with Tory to ersue that method can be technically implemented     5 days     Min (1900)     Fr (2000)       Pepare website for mw (nem access method     1 day     Min (1900)     Fr (2000)       Pepare website with forms, and quidance notes and revised form access method     1 day     Min (2004)     Min (2004)       Update website with forms, guidance notes and revised form access method     7 days     Fr (30030)     Min (2004)       Lish update     7 days     Fr (30030)     Min (2004)     Min (2004)       Update website with forms, guidance notes and revised form access method     7 days     Fr (30030)     Min (2004)       Lish update     1 day     Min (2004)     7 mu (2004)     Min (2004)       Update website with forms, guidance notes and revised form access method     1 day     Min (2004)     7 m (2004)       Ush update     1 day     Min (2014)     1 day     Min (2004)     7 m (2004)       Update method     1 day     Fr (3004)     7 m (3004)     7 m (3004)       Update Pagiatrations staff on project progress - pet torpication     1 day     Min (2004)     7 m (3004)       Update Pagiatrations staff on project progress - pet torpication     1 day     Min (2007)     7 m (3002)       Update Pagiatrations staff on project progress - pet torpication     1 day     Min (2007)     7 m (3002)       Update Pagiatrations staff o		Devise and doci	ument improved fo	irm access method				5 days	Mon 28/08/06	Fri 01/09/06	
Prepare website for new form access method. forms and guidance notes and reviele in new form access method. Fri 2003007         Fri 200307         Fr	1	Liaise with Tony	/ to ensure that me	ethod can be technically imp	blemented			5 days	Mon 04/09/06	Fri 08/09/06	
Foward forms and guidance notes to Tory for inclusion on the webste     1 day     Fri 300307     Fri 300307     Fri 300307       Update website with forms, guidance notes and revised form access method     1 day     Fri 300307     Thu 667/07       Leshupdate     70 days     Fri 300307     Thu 667/07       Leshupdate     70 days     Fri 200407     Thu 105607       Leshupdate     10 days     Fri 200407     Thu 105607       Ualse with Technology to inplement for LISA     15 days     Fri 200407     Thu 105607       Ualse with Technology to inplement for LISA     15 days     Fri 200407     Thu 105607       Ualse with Technology to inplement for LISA     10 days     Fri 200407     Thu 105607       Ualse with Technology to inplement changes in LISA     25 days     Fri 1056077     Thu 105607       Ualse with Technology to inplement changes in LISA     25 days     Fri 1056077     Thu 105607       Ualse with Technology to inplement changes in LISA     25 days     Fri 1056077     Thu 1056077       Ualse with Technology to inplement changes in LISA     25 days     Fri 1056077     Thu 1056077       Ualse Fegitations staff on project progress - post registration department syndration     25 days     Fri 10607707       Ubdate Registrations staff on project progress - post registration department syndration     1 day     Fri 10607707       Update		Prepare website	e for new form acce	ess method, forms and guid	lance notes			10 days	Mon 11/09/06	Fri 22/09/06	
Update website with forms, guidance notes and reveed form access method     1 day     Non 02.04/07     Non 02.04/07       Technology updates     70 deys     Fri 300307     Thu 050/07       UsA update     70 deys     Fri 300307     Thu 050/07       UsA update     70 deys     Fri 300307     Thu 050/07       UsA update     70 deys     Fri 300307     Thu 050/07       Use with rechnements for LISA     70 deys     Fri 300407     Thu 105007       Under with rechnements for LISA     5 days     Fri 105607     Thu 105607       Under begist in LISA     25 days     Fri 105607     Thu 105607       Update Fegistrations staft on projet progress - post registration department syndication     25 days     Fri 105607     Thu 105607       Update Fegistrations staft on projet progress - post tragistration staft on projet progress - post USA update     1 day     Fri 3060707     Fri 3060707       Update Fegistrations staft on projet progress - post tragistration staft on projet progress - post t		Forward forms a	and guidance notes	s to Tony for inclusion on th	e website			1 day	Fri 30/03/07	Fri 30/03/07	
Technology updates     70 days     F1 300307     Tu 060707       Lisk update     70 days     F1 300307     Tu 060707       Use update     70 days     F1 300307     Tu 060707       Under Business neguriements for LISA inputing changes     10 days     F1 300307     Tu 100507       Write Business neguriements for LISA inputing changes     10 days     F1 300407     Tu 100507       Write Business neguriements for LISA     15 days     F1 300407     Tu 100507       Write Business neguriements for LISA     15 days     F1 100607     Tu 0650707       Build out     25 days     F1 300407     Tu 140607       MisscellaneOUS     Communications. Training and Rollout     25 days     Mon 070606     F1 000707       Update Registrations staff on project progress - post registration department syndication     1 day     Mon 27/1106     Mon 27/1106       Update Registrations staff on project progress - post USA update     1 day     Mon 05/0207     Mon 05/0207     Mon 05/0207       Update Registrations staff on project progress - post USA update     1 day     F1 60/07707     F1 60/07707     F1 60/07707       Update Registrations staff on project progress - post USA update     1 day     F1 60/07707     F1 60/07707     F1 60/07707       Update Registrations staff on project progress - post USA update     1 day     F1 day     F1 60/07		Update website	with forms, guidan	ice notes and revised form	access method			1 day	Mon 02/04/07	Mon 02/04/07	
List update dentity areas where List and prime operational entry dentity areas where List and prime operational entry       70 days       Fri 300307       Thu 650407         Write Business requirements for List and prime operational entry       5 days       Fri 300307       Thu 190607         Write Business requirements for List and prime       10 days       Fri 660407       Thu 190607       Thu 190607         Write Business requirements for List and project progress in List and the technology to implement changes in List and the technology to i		echnology upd	lates					70 days	Fri 30/03/07	Thu 05/07/07	
Identify areas where LISA can be improved to streamline operational entry     5 days     Fin 300307     Thu 050407       Write Business requirements for LISA     10 days     Fin 000407     Thu 190407       Ualse with Technology to implement changes in LISA     25 days     Fin 100507     Thu 190407       Build changes in LISA     25 days     Fin 100507     Thu 190407       Test changes in LISA     25 days     Fin 100507     Thu 190407       Build changes in LISA     25 days     Fin 100507     Thu 1406077       Miscellaneous     25 days     Fin 100507     Thu 1406077       Miscellaneous     11 day     Mon 07/0806     Fin 007/0507       Miscellaneous     1 day     Mon 05/0207     Mon 05/0207       Miscellaneous     Update Registrations staff on project progress - post syndication     1 day     Mon 05/0207       Update Registrations staff on project progress - post syndication     1 day     Mon 05/0207     Mon 05/0207       Update Registrations staff on project progress - post syndication     1 day     Mon 05/0207     Mon 05/0207       Update Registrations staff on project progress - post syndication     1 day     Mon 05/0207     Mon 05/0207       Update Registrations staff on project progress - post syndication     1 day     Mon 05/0207     Mon 05/0207       Update Registrations staff on project progress - post syndication </td <td>1</td> <td>LISA update</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>70 days</td> <td>Fri 30/03/07</td> <td>Thu 05/07/07</td> <td></td>	1	LISA update						70 days	Fri 30/03/07	Thu 05/07/07	
Write Business requirements for LISA inputting changes       15 days       Fri 0604/07       Thu 190407         Lialse with Technology to implement changes in LISA       15 days       Fri 1005/07       Thu 11005/07       Thu 1005/07         Build changes in LISA       Est changes in LISA       25 days       Fri 1105/07       Thu 1005/07       Thu 1005/07         Build changes in LISA       15 days       Fri 2004/07       Thu 1005/07       Thu 1005/07       Thu 1005/07         Build changes in LISA       15 days       Fri 2004/07       Thu 1005/07       Thu 1005/07       Thu 1005/07         Build changes in LISA       15 days       Fri 1105/07       Thu 1005/07       Thu 1005/07       Thu 1005/07         MisCellaneous       Training and Rolut       25 days       Mon 07/08/06       Mon 07/08/06       Fri 007/07         Update Registrations staff on project progress - post registration department syndication       1 day       Fri 30/03/07       Fri 30/03/07       Fri 45/06/07       Fri 45/06/07         Update Registrations staff on project progress - post LISA update       Update Registrations staff on project progress - post LISA update       1 day       Fri 30/03/07       Fri 30/03/07       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on project progress - post LISA update       Update Registrations staff on novicet progress       1		Identify areas wl	here LISA can be i	improved to streamline ope	rational entry			5 days	Fri 30/03/07	Thu 05/04/07	
Liase with Technology to implement changes in LISA       15 days       Fit 2004/07       Thu 10/05/07         Build changes in LISA       25 days       Fit 11/05/07       Thu 14/06/07         Test changes in LISA       257 days       Fit 11/05/07       Thu 14/06/07         MisCellaneOUS       227 days       Fit 15/06/07       Thu 14/06/07         MisCellaneOUS       Communications, Training and Rolucut       227 days       Min 07/08/06       Fit 90/07/07         Update Registrations staff on project progress - post registration department syndication       1 day       Mon 07/08/06       Fit 96/07/07         Update Registrations staff on project progress - post council sign off       Update Registrations staff on project progress - post LISA update       1 day       Fit 15/06/07       Fit 15/06/07         Update Registrations staff on project progress - post LISA update       1 day       Fit 15/06/07       Fit 15/06/07         Update Registrations staff on project progress - post LISA update       1 day       Fit 15/06/07       Fit 15/06/07         Update Registrations staff on project progress - post LISA update       1 day       Fit 16/06/07       Fit 16/06/07         Update Registrations staff on project progress - post LISA update       1 day       Fit 16/06/07       Fit 16/06/07         Update Registrations staff on project progress - post LISA update       1 day		Write Business	requirements for L	ISA inputting changes				10 days	Fri 06/04/07	Thu 19/04/07	
Build changes in LISA       25 days       Fri 11/05/07       Thu 14/06/07         Test changes in LISA       15 days       Fri 11/05/07       Thu 14/06/07         Miscellancus       227 days       Mon 07/08/06       Tu 05/07/07         Communications, Training and Rollout       227 days       Mon 07/08/06       Fri 06/07/07         Update Registrations staff on project progress - post engistration staff on project progress - post Syndication       1 day       Mon 02/01/106       Mon 02/01/106         Update Registrations staff on project progress - post UISA update       1 day       Fri 30/03/07       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on project progress - post UISA update       1 day       Fri 30/03/07       Fri 30/03/07       Fri 66/07/07         Update Registrations staff on project progress - post UISA update       1 day       Fri 30/03/07       Fri 66/07/07         Update Registrations staff on project progress - post UISA update       1 day       Fri 30/03/07       Fri 66/07/07         Update Registrations staff on project progress - post UISA update       1 day       Fri 66/07/07       Fri 66/07/07         Training of staff on new forms & LISA system       1 day       Fri 66/07/07       Fri 66/07/07       Fri 66/07/07         Rollow form project plant       Split       Inday       Fri 66/07/07       Fri 66/0	1	Liaise with Tech	nnology to impleme	ent changes in LISA				15 days	Fri 20/04/07	Thu 10/05/07	
Test changes in LISA       15 days       Fri 15/06/07       Thu 05/07/07         MiscellaneOus       227 days       Mon 07/08/06       Fri 06/07/07         Update Registrations staff on project progress - post registration department syndication       1 day       Mon 07/08/06       Fri 06/07/07         Update Registrations staff on project progress - post registration staff on project progress - post syndication       1 day       Fri 30/03/07       Mon 05/02/07         Update Registrations staff on project progress - post syndication       1 day       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on project progress - post LISA update       1 day       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on project progress - post LISA update       1 day       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on project progress - post LISA update       1 day       Fri 15/06/07       Fri 30/03/07         Update Registrations staff on new forms & LISA system       1 day       Fri 16/06/07       Fri 06/07/07         Training of staff on new forms & LISA system       1 day       Fri 06/07/07       Fri 06/07/07         Task       Training of staff on new forms & LISA system       Split       Mon 07/07       Fri 06/07/07         Pogress       External Milestone       External Milestone       External Milestone       Fr		Build changes ir	n LISA					25 days	Fri 11/05/07	Thu 14/06/07	
Communications. Training and Rollout.       227 days       Mon 07/08/06       Tue 1007/07         Communications. Training and Rollout.       225 days       Mon 07/11/06       Fri 06/07/07       Mon 07/11/06       Mon 07/11/06         Update Registrations staff on project progress - post syndication       1 day       Mon 05/02/07       Mon 05/02/07       Mon 05/02/07         Update Registrations staff on project progress - post syndication       1 day       Mon 05/02/07       Mon 05/02/07       Mon 05/02/07         Update Registrations staff on project progress - post Syndication       1 day       Fri 30/03/07       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on project progress - post Usba update       1 day       Fri 15/06/07       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on new forms & LISA update       1 day       Fri 16/06/07       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on new forms & LISA system       1 day       Fri 16/06/07       Fri 06/07/07       Fri 06/07/07         Task       1 mestone       Split       Intext       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07         Split       Intext       1 day       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07         Progres       Intext		Test changes in	I LISA					15 days	Fri 15/06/07	Thu 05/07/07	
Communications, Training and Rollout       225 days       Mon 07/08/06       Fri 06/07/07         Update Registrations staff on project progress - post registration department syndication       1 day       Mon 07/02/07       Mon 07/02/07         Update Registrations staff on project progress - post syndication       1 day       Mon 07/02/07       Mon 05/02/07         Update Registrations staff on project progress - post syndication       1 day       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on project progress - post UISA update       1 day       Fri 30/03/07       Fri 15/06/07         Update Registrations staff on project progress - post UISA update       1 day       Fri 15/06/07       Fri 15/06/07         Update Registrations staff on project progress - post UISA update       1 day       Fri 15/06/07       Fri 15/06/07         Training of staff on new forms & LISA system       1 day       Fri 16/07/07       Fri 16/07/07         Training of staff on new forms & LISA system       1 day       Fri 16/07/07       Fri 06/07/07         Split       Task       External Tasks       Fri 06/07/07       Fri 06/07/07         Progress       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07         Rite       Milestone       External Tasks       Fri 06/07/07       Fri 06/07/07         Progress		<b>Aiscellaneous</b>						227 days	Mon 07/08/06	Tue 10/07/07	
Update Registrations staff on project progress - post registration department syndication       1 day       Mon 27/11/06       Mon 27/11/06         Update Registrations staff on project progress - post syndication process       1 day       Mon 05/02/07       Mon 05/02/07       Mon 05/02/07         Update Registrations staff on project progress - post Update Registrations staff on project progress - post USA update       1 day       Fri 30/03/07       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on project progress - post USA update       1 day       Fri 15/06/07       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on new forms & USA system       1 day       Fri 1 day       Fri 06/07/07       Fri 06/07/07         Itak       1 day       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07         Atternal Milestone       Itak       Itak       Itak       Itak       Itak       Itak         Progress       Project Summary       External Milestone       External Milestone       Itak       Itak       Itak       Itak		Communications, T	<b>Fraining and Rollo</b>	out				225 days	Mon 07/08/06	Fri 06/07/07	
Update Registrations staff on project progress - post syndication process       1 day       Kni 30/02/07       Mon 05/02/07       Mon 05/02/07       Mon 05/02/07       Fri 30/03/07       F		Update Registra	ations staff on proje	ect progress - post registrati	ion department syn	dication		1 day	Mon 27/11/06	Mon 27/11/06	
Update Registrations staff on project progress - post Council sign off       1 day       Fri 30/03/07       Fri 30/03/07         Update Registrations staff on project progress - post LISA update       1 day       Fri 15/06/07       Fri 15/06/07         Update Registrations staff on new forms & LISA system       1 day       Fri 06/07/07       Fri 06/07/07         Training of staff on new forms & LISA system       1 day       Fri 06/07/07       Fri 06/07/07         Task       1 day       Fri 06/07/07       Fri 06/07/07         Split       1 mary       Summary       External Tasks         Progress       Project Summary       Deadline       External Milestone	1	Update Registra	ations staff on proje	ect progress - post syndicat	ion process			1 day	Mon 05/02/07	Mon 05/02/07	
Update Registrations staff on project progress - post LISA update       1 day       Fri 15/06/07       Fri 15/06/07         Update Registrations staff on project progress       1 day       Fri 16/07/07       Fri 06/07/07       Fri 06/07/07         Training of staff on new forms & LISA system       1 day       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07         Taining of staff on new forms & LISA system       1 day       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07         Taining of staff on new forms & LISA system       0/06       External Tasks       External Tasks       External Milestone         Progress       Project Summary       Project Summary       Project Summary       Deadline       Image: Control C	1	Update Registra	ations staff on proje	ect progress - post Council	sign off			1 day	Fri 30/03/07	Fri 30/03/07	
Update Registrations staff on project progress       1 day       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07         Training of staff on new forms & LISA system       1 day       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07         Training of staff on new forms & LISA system       1 day       Fri 06/07/07       Fri 06/07/07       Fri 06/07/07         Task       Milestone       External Tasks       1 day       Fri 06/07/07       Fri 06/07/07         Split       Instrum       Summary       External Milestone       External Milestone       Image: Split         Progress       Project Summary       Deadline       Image: Split       Image: Split       Image: Split		Update Registra	ations staff on proje	ect progress - post LISA upo	date			1 day	Fri 15/06/07	Fri 15/06/07	
Training of staff on new forms & LISA system ation form project plan i Progress Fri 06/07/07 Fri 06/07 F		Update Registra	ations staff on proje	ect progress				1 day	Fri 06/07/07	Fri 06/07/07	
ation form project plan . Split	1 I.	Training of staff	on new forms & LI	ISA system				1 day	Fri 06/07/07	Fri 06/07/07	
ation form project plan . Split	1					•					
ation form project plan Split Summary External Milestone Control Progress Project Summary Project Summary Control Deadline			lask		Milestone	•	External Lasks				
Progress Project Summary Project Summary Deadline	·· -	ation form project plan <sup>-</sup> 0/06	Split		Summary		External Milestor	e 🄶			
			Progress		Project Summar	,	Deadline	$\Rightarrow$			

⊆	Task Nama		Duration	Ctart	LI LI LI LI LI LI LI LI LI LI LI LI LI L	3rd Quarter
114	Training of staff o	n Online Annlications		Mon 07/08/06	Mon 07/08/06	INC
F L						
115	Holl out of new to	orms	1 day	Mon 02/04/07	Mon 02/04/07	
116	Roll out of new or	nline apps and LISA processing	1 day	Fri 06/07/07	Fri 06/07/07	
117	Post Implementation	1 Review	2 days	Mon 09/07/07	Tue 10/07/07	
118	Review of project	t implementation process	1 day	Mon 09/07/07	Mon 09/07/07	
119	Publication of pos	st implementation review findings END OF PROJECT	1 day	Tue 10/07/07	Tue 10/07/07	
		Task Milestone	asks			
Project: Date: Tu	Application form project plan · ue 31/10/06	Split Summary External	lilestone			
		Project Summary				
		Page 4				

# Appendix E – Business requirements example

Date 2006-07-05 Dept/Cmte OPS

Ver.

С

Doc Type Ti DCB R

Title RTP Business Requirements **Status** Draft DD: None Int. Aud. Public RD: None 1



# **Business Requirements**

Health Professions Council – Return to Practise (RTP)

Claire Phillips

Date 2006-07-05 Ver.

С

Dept/Cmte OPS Doc Type Tit DCB RT

Title RTP Business Requirements **Status** Draft DD: None Int. Aud. Public RD: None 2

# 1 Introduction

This proposal outlines changes to the Return To Practise (RTP) procedure within LISA.

# 2 Business Case

Currently, if a registrant does not practise for more than two years HPC regulations require that the registrant undertakes a defined period of supervised practice before readmission.

The policy has been amended so that not only registrants that have been out of practise for more than 2 years must update (re-admissions), but also first time applicants whose approved qualification is over 5 years old (Historic Qualifications).

The requirements for updating have been altered to allow registrants to update their knowledge and skills through a combination of:

- supervised practice; •
- formal study or
- private study.

A declaration that these activities have been undertaken by the registrant must be presented to HPC. This declaration must be counter-signed by a registrant on the same part of the Register.

The LISA system is required to :

- 1. Capture the number of days that the registrant has undertaken each of the activities
- 2. Calculate whether the number of days of updating undertaken is adequate to meet HPC RTP requirements
- 3. Verify whether the registrant has been supervised by a qualified person (if supervised practice has been undertaken)
- 4. Verify whether the counter-signatory is a valid registrant

Ver.

С

DCB



Input updating & counter-signature details

User

Click on OK

User

LISA

Verify if supervisor is valid Change status to Lapsed – Pending RTP Alert user and allow for override superviso valid? LISA LISA Registrant blocked from Reg status, until RTP comp or overridden to perform override? LISA user Applicant informed of steps required Registrations manager Perform override Change status to Lapsed – Pending RTP Alert user and allow for override LISA LISA Registrant blocked from Reg status, until RTP comp or overridden to perform override2 LISA user Applicant informed of steps required to complete RTP Registrations manager Perform override Change status to Lapsed – Pending RTP Alert user and allow for override LISA LISA Registrant blocked from Reg status, until RTP comp or overridden Registrations manager to perform override? Perform override LISA of steps required to complete RTP



# 4 LISA Changes

#### 4.1 RTP Application Window

#### 4.1.1 RTP History Panel - See Wireframe 5.1

4.1.1.1 The existing RTP History Panel will be modified to contain a field titled 'Date of Application'; this will be a user-inputted date field. The field will have 3 entry boxes and will be in the format dd/mm/yyyy. This field will be mandatory in all cases.

R	egistration Statu Registration Statu History	s Change us RTP History				
	Application Date	Status	;	Return Da	ate	
	29/06/2006	New application				
		Add	Application	Edit Applicat	ion	
l						
	<u>H</u> elp		<u>(</u>	<u>o</u> k <u>c</u>	ancel	

4.1.1.2 The existing RTP History Panel will be modified in order to allow the User to manually enter the Last Date of Practise. The field will have the label Last Date of Practise, will have 3 entry boxes and will be in the format dd/mm/yyyy.

This field will be used to drive the calculation as to how many days of updating activities the Registrant is required to undertake.

The calculation must be driven from this date rather than the last date of registration in order to accommodate those registrants that have not been on the HPC Register, but have been practising abroad.

The field should not be pre-populated.

4.1.1.3 The existing RTP History Panel will be modified in order to allow the User to indicate that the registrant's qualification is over five years old, that they are a first-time registrant and have not been practising abroad in the last two years.

The field will be a tick box and will be called 'First time registrant with historic qualification'.

If this box is ticked, the registrant is required to complete 60 days updating activity.

It will be mandatory for the User to input EITHER the Last Date of Practise OR to tick the 'First time registrant with historic qualification' box.

The information input into the Last Date of Practise, the 'First time registrant with historic qualification' tick box and the application date fields will be saved onto the application should a further RTP application be required to be input in the future. The same will apply for the calculated number of updating days required.

4.1.1.3 All previously entered RTP applications will be able to be viewed (by displaying the Practise / Study panel) by double clicking on the entry created in the History window.

The Edit Application button will be changed to read as 'Edit RTP'. This button will be used to access and

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2006-07-05	С	OPS	DCB	RTP Business Requirements	Draft	Public
					DD: None	RD: None

edit any unlocked RTP applications that have been selected in the History window (all RTP applications are locked once the registrant moves into 'Registered' status.

4.1.1.4 The OK button (currently redundant on this panel) will be activated in order to save the data input on the panel and to calculate the number of days of updating activities the registrant must undertake to be readmitted.

The user will input the Last Date of Practise or will tick the 'First time registrant with historic gualification box', will then click on OK and the system will calculate the number of days updating that the registrant is required to undertake.

The system will then display the number of days updating required of the registrant, next to the Last Date of Practise.

Should the number of updating days required be greater than zero, the system will initiate an application and display the Additional Study (to be renamed Practise/Study) panel:

Additional Study Confirm Personal Details Confirm	Address Details Payment Details	
RTP App Details	Professional Work Exp.	
Additional Study		
Qualification Institution Start Date End	Date Institution	
	Course Reference 👻	
	Start Date	
	End Date	
		×
🛉 Add 💻 Remove		
<b>0</b>		
Hein	OK Cancel	1
		J

4.1.1.5 If the number of days updating is zero, the system will display the number of days updating required as '0 days' and the user will click on cancel to re-navigate to the Registration Status page to update the status as per usual.

4.1.1.6 If an RTP history application is created, all data entered / displayed onto the RTP History Panel (i.e. Last date of practise, date of application and the calculated number of updating days required) will be copied onto the application and will be displayed on the Practise / Study page. The data will then clear from the RTP History panel.

Ver.

С

DCB

#### 4.2 New Statuses required

#### 4.2.1 New Registrant status

4.2.1.1 A new status must be added called 'Lapsed – Pending RTP'. If a registrant has been placed in 'Lapsed – Pending RTP' status as the system has calculated that the RTP requirements have not been met, the status cannot be changed to registered without the RTP criteria being met or the system decision being overridden.

#### 4.2.2 New Application status

4.2.2.1 A new status must be added called 'Pending RTP'. If an application has been placed in 'Pending RTP' status as the system has calculated that the RTP requirements have not been met, the system cannot create a registration record for the client (and place the registrant in 'Registered' status) without the RTP criteria being met or the system decision being overridden.

#### 4.3 RTP Application Panel

#### 4.3.1 Tabs to be removed

4.3.1.1 The following tabs should be removed from the system as they are either not used or duplication of functionality in other areas of the system:

- Confirm Personal Details
- Confirm Address Details
- Payment Details
- Professional Work Exp.
- RTP App Details

#### 4.3.2 Additional Study Tab – see Wireframe 5.2

4.3.2.1 The existing 'Additional Study' panel will be renamed to 'Practise/Study' and split into three sections:

- The current qualification-based study, renamed 'Formal Study'
- A 'Private Study' section where a registration officer records the registrant's period of noninstitutional study (in days).
- The 'Supervised Practise' fields will be moved to this Study panel from the RTP App Details panel and restructured to use the same enter/display method as the current 'Additional Study'.

It will be possible to remove entries from the Formal Study and Supervised Practise lists.

4.3.2.2 The Formal Study terminology will be renamed in the following manner:

- The label 'Course Reference' will be changed to 'Course Title'
- The label 'Qualification' will be changed to 'Course Title'

ional Study	Confirm Personal Details	<b>Confirm Address Details</b>	Payment Details	
	RTP App Details		Profession	al Work Exp.
	Last Practiced Dat Expected Return D	e / / · · · · · · · · · · · · · · · · ·	Standard Declara ID Received Birth Certificate I	ation Signed Received 9 Received
	Supervised Prac	tice 1	Character Refere	ence Received
	Institution Name and Address		Start Date End Date Supervisor Name Supervisor Reg Num	
	Supervised Prac	tice 2		
	Institution Name and Address		Start Date End Date	
			Supervisor Name Supervisor Reg Num	

4.3.2.3 The Supervised Practise fields and terminology will be altered in the following manner:

- The label 'Institution Name and Address' will be changed to Organisation
- The field and label 'Supervisor Name' will be removed
- The field and label 'Last Practiced Date' will be removed
- The field and label 'Expected Return Date' will be removed
- The 'Return Requirements' box will be removed
- The field and label 'Standard Declaration signed' will be removed
- The field and label 'ID Received' will be removed
- The field and label 'Birth Certificate Received' will be removed
- The field and label 'Health Reference Received' will be removed
- The field and label 'Character Reference Received' will be removed

4.3.2.4 An extra field will be incorporated into this new Practise / Study panel titled 'Application Date' and will be auto-populated from the RTP History page

4.3.2.5 An extra field will be incorporated into this new Practise / Study panel titled 'Last Date of Practise' and will be auto-populated from the RTP History page

4.3.2.6 An extra field will be incorporated into this new Practise / Study panel titled 'No of Updating days required' and will be auto-populated from the RTP History page

4.3.2.7 An extra field will be incorporated into this new Practise/Study panel titled 'Countersignature' and will be a user-inputted text field for a registration number. This field will be mandatory in all cases

4.3.2.8 An extra field will be incorporated into this new Practise/Study panel titled 'Total Practise / Study days' and will be a user-inputted numeric field. This field will be mandatory in all cases.

4.3.2.9 An extra field will be incorporated into this new Practise / Study panel titled 'RTP Criteria Not Met:' and will be populated by the system if the counter-signatory, supervisor of number of days do not meet the RTP criteria.

4.3.2.9 Once the information has been input by the user, the user will click on OK. The system will save the data input, then check that the Countersignature Reg. No. and the Total Practise / Study Days have been input.

The OK button will also initiate the validation of the supervisor, the countersignature and the number of updating days required. (See Rules Changes)

Re-admissions If any mandatory fields have not been populated, the system will generate a notification to

Date	Ver.
2006-07-05	С

Title RTP Business Requirements **Status** Draft DD: None

the user stating which fields require input - this notification can be cleared by the user.

Once all mandatory fields have been entered, if RTP criteria have not been met, the system will place the registrant in 'Lapsed-Pending RTP' status (this is a new status that will need to be created) and will display the reasons for failure in the 'RTP Criteria Not Met:' field. (See Rules Changes for further details)

If all the mandatory fields have been populated and the RTP criteria have been met, the system closes the Practise / Study panel and takes the user back to the registrant's record. The user will then go on to manually change the registrant's status to Registered.

**Applicants with Historic Qualifications** If any mandatory fields have not been populated, the system will generate a notification to the user stating which fields require input - this notification can be cleared by the user.

Once all mandatory fields have been entered, if RTP criteria have not been met, the system will place the application in 'Pending RTP' status (this is a new status that will need to be created) and will display the reasons for failure in the 'RTP Criteria Not Met:' field. (See Rules Changes for further details)

If all the mandatory fields have been populated and the RTP criteria have been met, the system closes the Practise / Study panel and takes the user back to the application record. The user will then go on to complete the application.

4.3.2.10 An extra field will be incorporated into the new Practise / Study panel titled 'Override reason'. This field will only be editable by Registrations managers and will only appear when either the registrant has been moved into 'Lapsed-Pending RTP' status or a new application has been placed into 'Pending RTP' status.

The registrations manager will be able to enter an override reason on the Practise / Study page and click OK which will then save the data, will close the Practise / Study window, will return the user to the application or the registrant's record. The user will then either complete the application or manually change the registrant's status to Registered.

Ver.

С

**Status** Draft DD: None

#### 4.4 Control Sheet

#### 4.4.1 Additional field to be added - see Wireframe 5.3

4.4.1.1 An additional 'Historical Qualification? Y / N' field will be added. When radio button 'Yes' is selected, the system will navigate to the RTP History panel to allow updating activity information to be added.

Arts There	apist (UK) - New Application	(IK) Application No: Reg	isfored as:	× 2.0
Personal/Co Control S	not intraport ontact Extra/Professional Declarati heet	ion/Qualification   Finan	cial and Communications History Control Sheet	
Control Si	heet Check List Requested on: Signed and dated declaration Registration Fee (Craduate) OR Registration Fee (Other) First postgraduate registration? Scrutiny Fee Character Reference Identification Birth Certificate Marriage Certificate (f applicable) Educationtraining certificates Course Information Form CR8 form and cheque included OR CRB form and cheque included OR CInical Reference (optional) Grandparenting Reference (optional) Personal Indemnity Insurance or equiv. NARIC ELIS	Received Requested	International/Grandparenting         Acknowledgement letter sent         Sent for copying         J         Name of 1st Assessor / Date Sent         J         Name of 1st Assessor / Date Sent         J         Sett for copying         Ist Scrutiny Received Result         J         Date FV Letter Sent         Date FV Sent to Assessors         J         Test Of Competence         Final Scrutiny Result Asses 1         J         Application returned to applicant within one month of non-receipt of documents         J         Comments	
Copy Appli	ication Change Profession	Save Minim	um Information	t Withdraw

4.4.1.2 If the 'Historical Qualification? Yes' radio button has been activated, the Register button will be greyed out until the RTP qualifications have been met or a negative systems decision has been overridden.

4.4.1.3 The Check List questions will be re-ordered as per wireframe 5.3.

Date 2006-07-05 Ver.

С

Dept/Cmte OPS

DCB

#### 4.5 Rules Changes

#### 4.5.1 Calculation of Number of Updating Days Required

4.5.1.1 Currently, depending on the time away from practise, an applicant must complete a set number of supervised practise days as outlined below:

Number of years away from practise*	Requirements	
Up to two	None	
Between two and five	At least 30 days	
More than five	At least 60 days	

\*Where the "Number of years away from practise" is based on the last registered date.

This will be changed to allow a proportion of those days to be covered by formal and/or private study. This calculation will be derived from the Last Date of Practise and the Application Date (as entered on the 'RTP History' tab):

Number of years away from practise	Requirements
Up to two	None
Between two and five	At least 30 days supervised practise OR at least 30 days formal study OR up to 15 days private study with the remainder made up of formal study or supervised practise
More than five	At least 60 days supervised practise OR at least 60 days formal study OR up to 30 days private study with the remainder made up of formal study or supervised practise

In addition, if an applicant has never been registered with HPC, has an approved qualification that is over five years old and has not worked abroad in the last two years, they are required to meet the 'more than five years away from practise' requirements.

When completing the RTP application the entered supervised, formal study and private study days are validated against these rules.

Re-admissions If the Total number of Practise / Study Days does not meet the calculated 'No of Updating days required' the system places the registrant in 'Lapsed - Pending RTP' status and displays the reasons for failure in the 'RTP Criteria Not Met:' field.

Applicants with Historic Qualifications If the Total number of Practise / Study Days does not meet the calculated 'No of Updating days required', the system places the application into 'Pending RTP' status and displays the reasons for failure in the 'RTP Criteria Not Met:' field.

DCB

#### 4.5.2 Supervisor

4.5.2.1 The supervisor registration number is checked to ensure on the Date of Application (as entered by the User on the Practise/Study tab) they:

- are a registered registrant,
- are of the same profession as the applicant
- have been registered for at least three years
- are not subject to any Fitness to Practise proceedings i.e. they must not be cautioned
- have no Conditions of Practice imposed upon them

The Supervisor can however be under investigation.

**Re-admissions** If the supervisor listed does not meet the criteria above, the system places the registrant in 'Lapsed – RTP pending' status, notifies the user and displays the reasons for failure in the 'RTP Criteria Not Met.' field.

**Applicants with Historic Qualifications** If the supervisor listed does not meet the criteria above, the system places the application into 'Pending RTP' status and displays the reasons for failure in the 'RTP Criteria Not Met:' field.

#### 4.5.3 Countersignature

4.5.3.1 The counter-signatory to an applicant's study periods must be a valid registrant on the same part of the Register, at the time of RTP application, as determined by checking within the LISA register, using the Date of Application (as entered by the User on the RTP History panel).

The counter-signatory can however be under investigation.

**Re-admissions** If the counter-signatory does not meet the criteria above, the system places the registrant in 'Lapsed – RTP pending' status and displays the reasons for failure in the 'RTP Criteria Not Met:' field.

**Applicants with Historic Qualifications** If the counter-signatory does not meet the criteria above, the system places the application in 'Pending RTP' status and displays the reasons for failure in the 'RTP Criteria Not Met:' field.

A counter-signatory registrant that enters FTP or is lapsed after the application has started is still a valid counter-signatory.

A Countersignature is always required regardless of the activities undertaken.

#### 4.5.4 Override functionality

4.5.4.1 If the system has placed the registrant in 'Lapsed – Pending RTP' status or an application in 'Pending RTP' status, the registrations manager will be able to enter an override reason on the Practise / Study page and click OK which will then move the registrant into 'Registered' status.

The override functionality is required for various different circumstances.

E.g. Operating Department Practitioners have not been on the register for 3 years, therefore no ODPs will currently qualify as Supervisors. This case will be replicated each time an aspirant group is taken onto the register.

Ver.

С

#### 4.5.5 Statuses

4.5.5.1 If a registrant has been placed in 'Lapsed – Pending RTP' status as the system has calculated that the RTP requirements have not been met, the status cannot be changed to 'Registered' without the RTP criteria being met or the system decision being overridden.

4.5.5.2 If an application has been placed in 'Pending RTP' status as the system has calculated that the RTP requirements have not been met, the system cannot create a registration record for the client (and place the registrant in 'Registered' status) without the RTP criteria being met or the system decision being overridden.

4.5.5.3 If a registrant / applicant has been subject to RTP, has passed all criteria (or a negative system decision has been overridden), the RTP record must be locked from editing. However the record should be stored and accessible by double clicking on the entry which will be listed in the History window of the RTP History panel.

Ver.

С

Dept/Cmte OPS

Doc Type Tit DCB RT

Title RTP Business Requirements **Status** Draft DD: None Int. Aud. Public RD: None 14

# 5 Wireframes

#### 5.1 RTP History page

Registration Status Change			<b>N</b>	
Registration Status         RTP History           Application Date            No of Updating days required	t Date of Practice	]		
History			1	
Application Date 29/06/2006 New application	Status	Return Date		
	Add Application	Edit Application		
Help		<u>O</u> K <u>C</u> ancel		

#### 5.2 Additional Study Panel (to be renamed Practise / Study Panel)

RTP Application	X			
Practise / Study Application Date Last D	ate of Practise 🔄 📄 🔛 No. of Updating Days Required 📃			
Supervised Practise Organisation Supervisor <u>Start Date End Date</u>	Organisation			
Add Remove	Supervisor Reg No.			
- Formal Study Course Title Institution Start Date End Date	Institution			
Add Remove	Course Title			
Private Study				
Total Days Should be no more than 50 %Countersignature				
Total Practise / Study Days Countersignate	Jre Reg. No.			
RTP Criteria Not Met.	egistrations Manager verride Reason			
Help	<u>O</u> K <u>C</u> ancel			

Ver.

С

# 5.3 Control Sheet

🤪 Arts Therapist (UK) - New Applica	tion				
Application Date: 05 / 07 / 2006 🗃 A	rts Therapist (UK) Appli	cation No: Regis	stered as: v. 2.0		
Personal/Contact Extra/Profession	al Declaration/Qualifi	cation Financi	ial and Communications History Control Sheet		
Control Sheet					
Check List Re	equested on:	( ) 🔛 🖬 🛛	International/Grandparenting		
			Acknowledgement letter sent		
First postgraduate regist	tration? O Yes	() No	Sent for copying		
Historic Qualification?	O Yes	() No	Name of 1st Assessor (Date Sent		
	Received	Requested	Name of 2nd Respector (Date Sont		
Registration Fee (Other)					
Signed and dated declara	ation 🗌				
Scrutiny Fee					
Character Reference			Date FV Letter Sent		
Health Reference			Date FV Received		
Identification			Date FV Sent to Assessors		
Birth Certificate			Test Of Convertings		
Marriage Certificate (if a	pplicable)				
Education/training certific	cates		Final Scrutiny Result Asses 1		
Course Information Form	•		Final Scrutiny Result Asses 2		
CRB form and cheque inc	cluded OR		Application returned to applicant within		
SCRO form and cheque in	ncluded		one month of non-receipt of documents		
Clinical References (opti-	onal)		Comments		
Grandparenting Reference	ce (optional)				
Personal Indemnity Insur	rance or equily.				
NAKIC		*	·		
IELTS					
Copy Application         Change Profession         Save         Minimum Information         Register         Reject         Withdraw					

**Date** 2006-07-05 Dept/Cmte OPS

Ver. c Doc Type Ti DCB R

This document template is to be used for smaller scale projects where investment is under £10,000 including VAT

# **Overview of Requirements – the business case**

Project Role	N P	Numbe r of People	Days per Week	Total Days for the Project
Claire Phillips – Project Manager		1		
Richard Houghton – Project Sponsors		1		
IT Support/Project Assurance		2		
<ul> <li>Roy Dunn</li> </ul>				
<ul> <li>Craig Kjelvei</li> </ul>				
- Customer champion		1		
Senior User/Project Assurance		1	*	
• UK Registrations (Claire Harkin)				
- User/Project Assurance (Operations Directorate)		1		

# **Project Milestones**

- Rewrite and publish on internet Return to Practise forms and guidance notes -\_ July 2006
- Redesign RTP section of LISA to allow UK Registrations to record RTP activities undertaken - July 2006

#### **Risks**

- Adequate budget and IT resources (including external) will not be available to \_ implement policy in LISA
- Adequate resources will not be available within UK Registrations to redesign the \_ Apply section of the HPC intranet and the RTP forms and Guidance Notes
- Adequate resources will not be available within UK Registrations to design a robust RTP procedure

#### Issues

**Restrictive timeline** -

DCB

#### Costs

**IT development costs** 

#### **Benefits**

This project will allow for the accurate and systematic recording of applicants / \_ registrants RTP activities (this is a policy driven initiative)

#### Dependencies

- Dependency on external printers to produce Quark version of forms and guidance notes in timely manner
- Dependency on external systems developers to produce updated version of LISA in timely manner

#### Stakeholders

- Policy and Standards Department
- **Quality Department**
- **IT** Department \_
- UK registrations \_
- \_ International registrations

# Training requirements

- Training on latest LISA version required for UK registrations to be performed by Claire Harkin
- Training on new process required for UK registrations to be performed by Claire Harkin

# Communications plan

- Communication has been posted on website regarding roll out of new policy in July, since March 2006
- Further instructions to registrants on new process will be posted as soon as the forms are available for distribution
- UK registrations staff have been informed of impending new process and will be given further details during training
- -On date of roll out communication will be sent out to remaining staff to ensure all are aware of new process.

DCB