

ICT Project
Stage 1 - Procurement
HIGHLIGHT REPORT

Project Title:	ICT Project	Client Contact:	Worcestershire Regulatory Service	PO Number	5511136
Project Manager:	Martin Thomas	Date:	12/02/2012	Document No:	001

Distribution List:		
Steve Jorden		

Completed tasks for reporting period from			1st January 2012	to	31st January 2012
<ol style="list-style-type: none"> Established Project Board & Arranged Meetings Developed Project Initiation Document (PID) Developed Project Plan Created and Updated Risk Register and Issues Log Developed Product Descriptions for Project Management and Procurement Documents Undertook Stakeholder Analysis and Developed Communication Plan Published PID, Plan, Product Descriptions Risk Register internally Attended meeting with A.Haslam to agree procurement process Developed an OJEU Notice Developed a PQQ Document Developed PQQ Evaluation Criteria Developed Tender Documentation – ITT Pack Developed ITT Evaluation Criteria Reviewed and updated draft specification Published OJEU, PQQ, PQQ Evaluation Criteria and ITT Pack (Internally) Attended meeting with S.Jorden and A.Haslam to review procurement documents Attended meeting with S.Jorden and S.Wilkes to agree discuss evaluation criteria Attended Management Board Meeting Produced Highlight Report Attended Project Board Meeting Amended Project Management documents following comments from Project Board and Management Board Attended a couple of Supplier meetings to review as potential solutions (Support Desk & NDL) 					

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Non-completed tasks for reporting period from	1st January 2012	to	31st January 2012
1. None			

Tasks to be completed for reporting period from	1st February 2012	to	29th February 2012
1. Advertise OJEU Notice 2. Receive EOI's 3. Send out PQQs 4. Receive and respond to clarifications			

Project Status:	e.g. ongoing	On time?	yes	On budget?	yes
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Key Milestones	Forecasted Completion Date	Actual Completion Date	Status	Comments
Project Plan developed and approved by Management Board.	11 th January 2012		Complete	
Presented to Joint Committee	23 rd February 2012		On Time	
Competitive tender documents completed and advertised.	30 th January 2011		Complete	
PID and expected benefits report completed and sent to REIP.	31 March 2012		On Time	
Tendering process completed and successful supplier appointed.	July 2012		On Time	
ICT project implemented on time and within budget.	March 2013		On Time	
WRS staff trained and competent in using new system.	March 2013		On Time	

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Key Milestones	Forecasted Completion Date	Actual Completion Date	Status	Comments
Business benefits delivered: <ul style="list-style-type: none"> Current applications replaced Relevant data successfully transferred and accessible Robust and reliable inter-operability with partner systems working Cost savings realised 	March 2013		On Time	
Management Board and Joint Committee regularly updated on progress and notified in advance of risks to project timescales.	Monthly		On Time	

Risks, Issues
Risk <ol style="list-style-type: none"> Procurement timescale is too tight and the project is unable to meet deadlines Key resources are not available Suitable solution not found after procurement exercise Commission might challenge the reason for using ARP route - CLOSED Suppliers challenging the use of ARP route- CLOSED If ARP not deemed to be the advised route then the restricted procedure is likely to be used and the will involve a 37 day and 40 day time lapse on the project between PQQ and ITT instead of 15 and 15 and may put the RIEP funding at risk- CLOSED Data cannot be converted from existing applications No person currently responsible for understanding data in existing systems Worcestershire Regulatory Service (WRS) funding may be pulled by Partners Regulatory changes may force changes to specification
Issues <ol style="list-style-type: none"> None

Decisions required from Project Board this period:
<ol style="list-style-type: none"> None – For Mgt Board