

**PERFORMANCE MANAGEMENT BOARD**  
**20th NOVEMBER 2007**

**Spatial Project Update**

**Spatial Project Risk Log**

<b>ID</b>	<b>Description</b>	<b>Risk Score</b>	<b>Mitigation Plan</b>	<b>Mitigated Risk Score</b>
1	The level of data analysis during the discovery process may not be sufficient to give the right Data Conversion scope, leading to ECPs with DC supplier to achieve the promised automation.	6	DC suppliers have visited site and Bromsgrove have been asked to reviewed the DC scope and indicated any significant data sets which have been omitted. When we have CAPs under contract we plan to review data capture specifications in the planning phase	6
2	Gazetteer Interfaces - possible "missed scope" so more effort is required to specify, and supplier comes back with increased cost to develop.	5	Write specifications early in the schedule. Request customer review and sign off. Manage scope and Customer expectations through specification iterations. As part of the sub-contractor move scope for gazetteer interfaces has been reviewed	3
3	Financial system Interface - possible "missed scope" on requiring more effort to specify, and supplier comes back with increased cost to develop. Interface definition to Anite ICLipse proving difficult	5	Write specifications early in the schedule. Request customer review and sign off. Manage scope and Customer expectations through specification iterations. CAPs - Anite interface is already developed. BDC can build on this. All reviewed as part of sub-contractor change.	2
5	The software may not meet specific requirements of the customer leading to change requests and demands for additional software functionality	5	The users don't know what they want - ensure project sponsor signs off the user requirements during negotiation stage. A re-write of the customer requirements is in progress. This will be signed off by BDC and Caps	3
6	Multiple solutions implemented at same time imposes significant change on the Local Authority staff, making it difficult to establish new patterns of behaviour for new business processes and could result in delays from dependencies.	9	New project support plan in place.	7
7	Under resourced departments making it difficult to complete tasks on time, which would cause the schedule to slip.	8	Review of schedules with staff will identify areas of conflict and enable timely countermeasures	5
12	BDC expect savings way in excess of early indications from the Anite BPM study. Managing customer expectations will require extra work from MDA. BDC has included anticipated cost savings in operational departments for FY08.	7	Period project reports will be required to detail progress. Conduct initial review with Jane Pickering. Initial review completed for As-Is To Be is in review. Savings are significant	6
13	If the project completion date is delayed, then there are additional costs to MDA, and Bromsgrove is not able to realize project cashable benefits on	9	Rebaseline project schedule with agreement from new subcontractor, project team, and department managers	7

## Appendix 1

	time.			
14	If additional hardware infrastructure is required, Bromsgrove will incur additional spending from their capital budget (although this will remain within the £6.2M project).	2	Create Hardware specifications during contract negotiations with subcontractor.	1
16	If Northgate proves to be difficult in its support of data migration from the current Northgate systems to the preferred supplier's software, then the schedule could be delayed and data quality compromised.	7	Investigate the use of experienced, independent dba services to extract, cleanse, and translate data from the Northgate legacy systems.	6
17	If the new subcontractor implementation performance is not better than current subcontractor, then loss of time, cost, effort, and product output is spent for little improvement.	5	During contract negotiations review in detail roles, responsibilities, tasks, and performance required.	3
18	If the current Data Specifications require rework to fit the new product upload requirements, then there will be delay to the schedule and possible additional Data Conversion costs	5	Submit current data specifications to new subcontractor early on in negotiation process.	3
19	If new subcontractor has a significant learning curve in understanding customer needs, trust, and building rapport, additional effort will be required from MDA and Bromsgrove in communicating and managing the subcontractor	7	MDA to meet with new subcontractor PM face-to-face weekly until they are confident with project scope, stakeholders, authority culture, and project team personalities.	6