hcpc health & care professions council

Education and Training Committee – 13 September 2012

Education Systems and Process Review Major Project

Executive summary and recommendations

Introduction
The purpose of this paper is to provide the Committee with an update on progress of this major project since its last meeting in June 2012. The project is focused on reviewing all of the existing internal systems and processes used by the Education Department, to produce a business case and proposed solution for a new information system. This would form a second, separate (yet related) build project.

Progress report
The current phase of the project continues to progress well. This phase has two distinct stages – (i) requirements gathering and (ii) tendering. As mentioned in previous papers, the requirements gathering stage ran from November 2011 to April 2012. These requirements were then incorporated into a 'request for proposal' (RFP) document for use in the tendering stage. The tendering stage was due to run from April 2012 to July 2012. Unfortunately, there was a limited response to the RFP in late May. The project board decided to conduct a second round of tendering. A larger selection of appropriate suppliers was invited to respond to the RFP and more time was provided to submit completed responses. The second round was successful with seven responses to the RFP received. The project team met towards the end of August and shortlisted three suppliers. Each supplier was subsequently invited to make further presentations of their solution to the project team. Supplier presentations are scheduled to be held in September and October 2012. A decision about the preferred supplier will be made at the end of October 2012.

Conducting a second round of tendering has impacted the original timelines for the project. The timelines have been revised to account for this and will continue to be closely monitored in line with other demands and priorities with the Education Department work plan.

The key phases for the project are:

1. Project initiation   April – July 2011
2. Business analysis   August – November 2011
   (Includes review of existing systems
   and processes and fact finding work
3. Tendering   November 2011 – October 2012
   (Includes functional and non-functional
   requirement gathering)
4. Business case   November 2012 – Dec 2012

Decision
This paper is for information only. No decision is required.

Background information

- Education Department work plan 2011-2012
- Education Department work plan 2012-2013
- Education and Training Committee – 8 September 2011
- Education and Training Committee – 17 November 2011
- Education and Training Committee – 8 March 2012
- Education and Training Committee – 6 June 2012

Resource implications
The resources are accounted for in the Education Department work plan 2012-2013.

The current project team is as follows:

Project Sponsor: Abigail Gorringe
Project Lead: Brendon Edmonds
Senior Supplier: Guy Gaskins
Senior Users: Paula Lescott & Ben Potter
Project Team: Education Department members
                      Communications, Registrations and Secretariat Department
                      representatives

Financial implications
The specific project budget is accounted for as part of the major projects budget for 2012-2013.

No changes have been made since the last meeting.

Appendices
None

Date of paper
3 September 2012