

Fitness to Practise Committee, 22 February 2012

Fitness to Practise Case Management System

Executive summary and recommendations

Introduction

Since the last meeting of the Committee, the following pieces of work have been undertaken

- Four rounds of user acceptance testing have been undertaken Non-functional testing has been undertaken
- Finalisation of the data mapping for the structured migration from existing systems
- Three iterations of structured data migration
- Development of the report model has been completed and work has commenced on writing the reports
- Building of disaster recovery environment
- Planning and development of training materials for all users
- Preparation of the production strategy
- Preparation of the go-live strategy
- Finalisation of the end to end processes
- Development of a bundling tool

As well as this activity, engagement continues with all vendors to ensure successful delivery of system and troubleshoot issues as they arise.

The following pieces of work are due to be undertaken between February and April:

- Training of all users
- Cleansing of data in existing systems in preparation for migration
- Migration of structured and unstructured data into the live environment
- Completion of report writing
- Preparation for go-live
- Go-live

The project brief for the project set out that HPC would engage external expertise to assist on tasks associated with the project as appropriate. To that end, in addition to the vendors who are building the system and creating the tools for migration, a UAT test manager and a migration specialist have been working with the project team to deliver the system.

Decision

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

Background information

None

Resource implications

Project Lead: Kelly Johnson, Director of Fitness to Practise

Project Manager: Claire Reed, Project Manager

Senior Users: Eve Seall, Head of Case Management and Brian James, Head of Adjudication

Senior Supplier: Guy Gaskins, Director of Information Technology

Project Team Members: Jonathan Dillon, Hearings Manager, Tamara Etmuss-Noble, Hearings Officer and Deborah Oluwole, Scheduling Officer (FTP Adjudication team members), Zoe Maguire, Investigations Manager, Ciara O'Dwyer, Lead Case Manager, Delwyn King and Siobhan Carson, Case Managers (FTP Case Management team members), Jameel Anwar, FTP Administration Manager and Petrina Baker (Team Administrator), Rick Welsby, IT Service Support Manager and Jason Roth Systems Manager (Information Technology).

As previously reported to the Committee, four resources within the FTP department are working full-time on the project. Backfill has been provided for these roles for the duration of the project. A significant proportion of the Head of Case Management and Head of Adjudication's time has also been dedicated to the project to ensure its successful delivery.

Financial implications

Provided for in previous papers

Appendices

None

Date of paper

23 January 2012