

Finance and Resources Committee, 19 March 2013

2013-14 Major Project Portfolio Workplan

Executive summary and recommendations

### **Introduction**

Annex 1 presents an indicative workplan for projects will commence and complete during 2013-14. The workplan has been developed with the aim of scheduling projects when there is available resource to do so, however, all projects commencing and completing are subject to the availability of all the necessary resources.

The driving forces behind the projects for this year are:

- To implement the statutory projects required by government and Council.
- To implement initiatives to improve processes and technology solutions that will enable the organisation to cope with rising volumes of work.

Annex 2 provides a brief description of each project to be included within the 2013-14 Major Project Portfolio.

### **Decision**

The Committee is asked to discuss the proposed workplan and agree its contents.

### **Background information**

The projects included within Annex 1 have been approved by EMT to be researched further through the project initiation process during 2013-14. The projects have also been prioritised by EMT by level of importance.

Annex 2 details the importance priority order for the new projects.

The Workplan is a working document and is therefore under continuous review. Should further legislation or business priorities require changes (including additions) to the workplan, the portfolio and its plan would be altered accordingly.

Within Annex 1, the projects in blue are projects that are currently live and are proposed to continue into 2013-14.

The projects in green are the new projects that EMT has prioritised for inclusion in the 2013-14 Major Project Portfolio.

The Green arrows on the right hand side of Annex 1 indicate that the project is currently scheduled to continue into 2014-15.

The Herbal Practitioners project is not expected to commence during 2013-14, however this is subject to final confirmation from the Department of Health.

### **Resource implications**

A detailed resource analysis exercise has been conducted and the proposed 2013-14 Major Project Portfolio will have a significant demand on HCPC resources. In order that quality is not sacrificed, a project will only commence, and continue, if all the relevant resources are available. Thus, the proposed schedule is indicative only.

With the increasing complexity of the projects undertaken within the organisation, the projects will predominantly be run using HCPC employees but will engage outside subject matter experts when required.

### **Financial implications**

Initial budgets have been calculated for each project and provided to the Finance department for inclusion in the 2013-14 HCPC budget.

Individual project budgets will become more accurate through the initiation (planning) stage of each project; however the indicative budget requirements are detailed on the next page.

Project		Capex (£)	Opex (£)	Total (£)
Existing Projects	Annotation of the Register	10,000	5,000	15,000
	Web Deployments	-	20,000	20,000
	NetRegulate Changes 12-13	45,000	5,000	50,000
	HR & Partners Systems and Process Review Phase 1	36,888	41,112	78,000
	Herbal Medicine & Traditional Chinese Medicine regulation (HM and TCM)	-	-	-
	Education Systems Build	526,213	68,050	594,263
	FTP Changes 2013-14	45,000	10,000	55,000
New Projects	Whitefield House Rebuilding Project Phase 1	100,000	-	100,000
	Professional Indemnity	41,000	5,000	46,000
	HR & Partners Systems Build	45,000	15,000	60,000
	InFocus Distribution	7,750	10,000	17,750
	Registrations Systems and Process Review Phase 1	118,853	105,397	224,250
	Web Platform Review Phase 1	79,500	70,500	150,000
	Online Renewals Review & Change of Payment Provider	85,000	55,000	140,000
	Fees Review	TBC	TBC	TBC
	Finance Systems Review Phase 1	11,925	10,575	22,500
<b>Total</b>		<b>1,152,129</b>	<b>420,634</b>	<b>1,572,763</b>

### Equality and Diversity Assessment

During the initiation stage of every HCPC project, the equality and diversity impact of the project is assessed and documented.

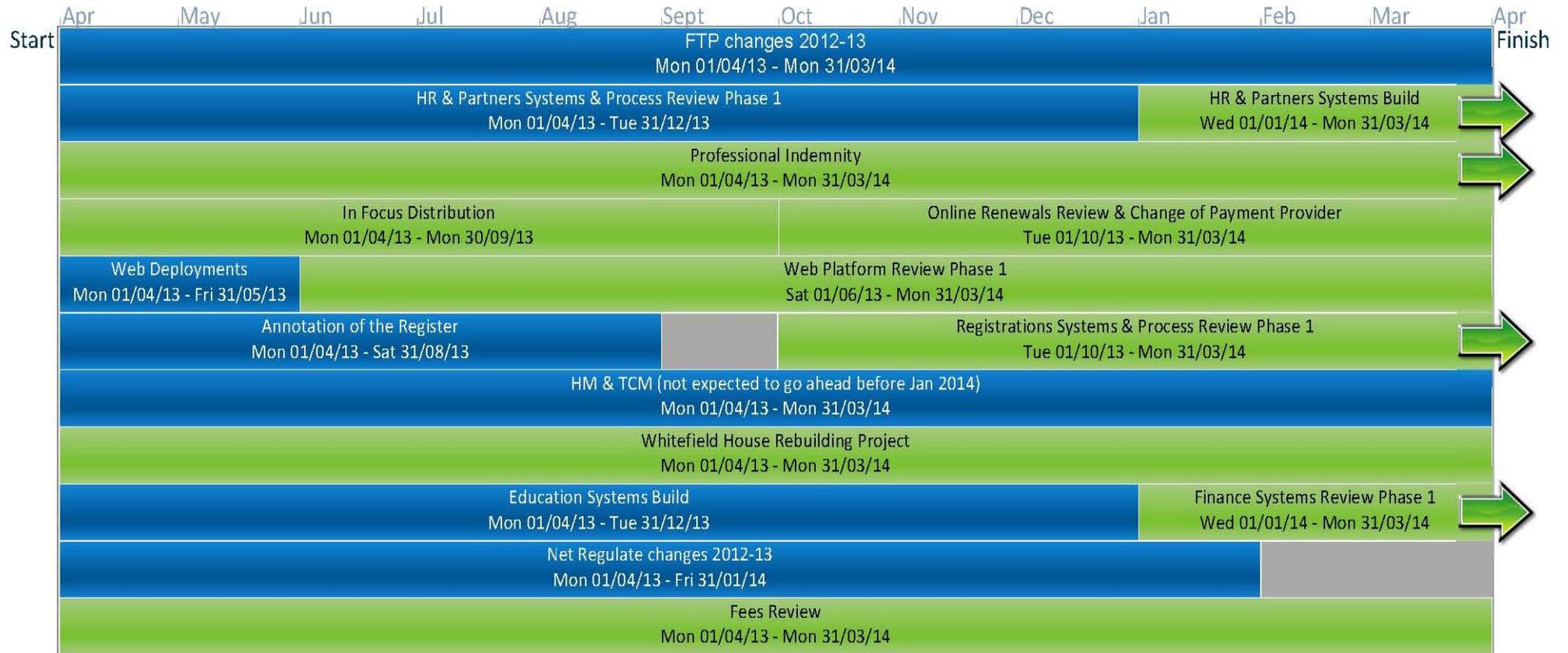
## **Annexes**

1. 2013-14 Major Project Portfolio Workplan
2. 2013-14 Major Project Portfolio Project Descriptions

## **Date of paper**

6<sup>th</sup> March 2013

Annex 1 – 2013-14 Major project Portfolio Workplan



## Annex 2 - Major Project Portfolio Project Descriptions

### Continuing projects (represented in blue in Annex 1)

Project name	Project Description	Owning Department	Departments Impacted
FTP Changes 2013-14	Implementing improvements to the FTP Case Management System which went live in April 2012	FTP	IT
HR & Partners Systems and Process Review Phase 1	Reviewing the HR and Partner Departments processes and system, identifying requirements for replacement processes and systems and identifying third party suppliers	HR and Partners	All
Web Deployments	Implementing improvements to the HCPC website and intranet site	Communications	IT
Annotation of the Register	Meeting statutory requirements, amendments to the NetRegulate system and Register to allow annotations to be managed and recorded	Policy & Standards	Registration, IT
HM and TCM	Meeting statutory requirements, onboarding of the HM and TCM professions to the Register. DH has advised that this will not progress during 2013-14 but we await formal confirmation	Policy & Standards	All
NetRegulate Changes 2012-13	Implementing a number of minor improvements to the NetRegulate system	Finance	Registration, Education, IT
Education Systems Build	Building and deploying a new system for the Education department	Education	IT

**New projects (represented in green in Annex 1)**

<b>Project name</b>	<b>Project Description</b>	<b>Owning Department</b>	<b>Priority</b>
Professional Indemnity	Meeting statutory requirements, amendments to operational practices to ensure registrants have suitable professional indemnity insurance in place	Secretariat	1
Whitefield House Rebuilding Project Phase 1	Developing plans for Whitefield House and identifying a third party supplier	Chief Executive	2
Registrations Systems and Process Review Phase 1	Completing a full review of the Registration department processes and systems. Expected to complete quick wins during this project, but more long-term strategic changes and system replacement would occur during a second phase project	Registration	3
Finance Systems Review Phase 1	Undertaking a review of some of the Finance departments systems (suppliers database, purchase order system and expenses system), identifying requirements for replacement systems and identifying third party suppliers	Finance	4
Web Platform Review Phase 1	Undertaking a full review of the HCPC website technology, infrastructure, design and navigation, identifying requirements for a new website and identifying third party suppliers	Communications	5
Online Renewals Review and Change of Payment Provider	Making improvements to the Online Portal and changing our payment provider	Registration	6
InFocus Distribution	Developing an improved managed list of HCPC InFocus subscribers providing greater flexibility and communication options	Communications	7

HR & Partners System Build	Depending on the outcomes of the HR & Partners Systems and Process Review Phase 1, building and deploying new system(s) for the HR and Partner departments	HR & Partners	8
Fees Review	Undertaking a review of registrant fees and potentially entering into consultation with registrants. Subsequently communicating any changes to registrants and making necessary technology changes	Policy & Standards	TBC