

Health and Safety Programme

Report for September 2017

Minutes of meeting held on Tuesday 24th October 2017

Attendees: Candice Schmid (CS), Andy Stewart (AS)

Apologies: Nikki Stuart (NS)

Section One: Programme Commentary, RAG and Resources Update

1. Forward Look

Progress continues to be made on all active projects and whilst two have been highlighted as Red, it is anticipated they will be returning to a Green status next month

- 1.1. HAS002 - eOPAS upgrade and migration. The current concerns regarding stated milestones and budget should be resolved after the current re-planning and re-estimation activity is completed
- 1.2. HAS003 – Retain Enhancements. There is now a clear direction with this project after the approval of the additional budget

2. Resource Position

Ongoing project activity within the programme is impacting on the current project budget of 161 days namely;

- 2.1. H&S System Minor Enhancements project has been withdrawn with the scheduled days used to increase the budget for HAS001 COSHH Health Records
- 2.2. HAS002 eOPAS upgrade and migration. Whilst the project is currently being re-planned and re-estimated, the additional development to implement an electronic import of HR data has been estimated at 25 days. Noting that there is only 7 days in the core funded balance row
- 2.3. HAS003 – Approval has been given to continue the development of Retain, post HAS001, resulting in an additional 60 days funding
- 2.4. Fire Safety – Discussions are on-going within both ISG and CSG to determine if an additional 50 days will be provided to enable an analysis project to determine the appropriate application solution going forward into 2018-19
- 2.5. Cardinus update. Investigations are currently underway regarding developing an automated staff feed. Meeting scheduled with Development and Service Management on 31st October

Section Two: Projects Not Started

Having now withdrawn the H&S System Minor Enhancements project, there are currently no planned projects that have yet to commence

Section Three: Projects in Progress

1. HAS001 COSHH Health Records

- 1.1. Pilot project went live on 11th October, including students. Only immediate concern is getting test student records set up

- 1.2. Project scope extended to include final set of development and currently on schedule
- 1.3. Main focus going forward will be to complete and implement the new developed functionality

2. HAS002 eOPAS Upgrade and Migration

- 2.1. Project currently flagged with a Red RAG status due to the uncertainty regarding the current planned milestones and project budget
- 2.2. Project Planning
 - 2.2.1. This will be re-planned in two stages. Stage 1 will outline all activity to deliver the scheduled workshops on 28th / 29th November. Stage 2 will then outline all required activity to complete the deployment to Live
 - 2.2.2. To assist with planning / communications, a fortnightly conference call with all the project team, including the supplier project manager is being scheduled, commencing this Thursday
- 2.3. With regards the HR Interface, good progress has been in establishing the data and an estimate has been prepared regarding an electronic import
- 2.4. Main focus going forward will be to
 - 2.4.1. complete the planning and re-estimation process
 - 2.4.2. discuss with business partners strategies regarding items such as change management; communications, user testing, user training and materials, pre and post roll-out

3. HAS003 Retain Enhancements

- 3.1. Project currently flagged with a Red RAG status due to the uncertainty of how this project was to move forward
- 3.2. Having been advised funding is secured after the prioritisation and re-estimation activity, the project can now be re-planned

Section Four: Closed or Withdrawn Projects

The H&S System Minor Enhancements project has been withdrawn in the last month

Miscellaneous

1. Fire Safety

- 1.1. It was noted that Charles Hill has informally advised that he will fund the 50 days. Requirement now to get approval from Mark Ritchie to commence an in-year project
- 1.2. Still awaiting feedback from ISG – expected in around two weeks
- 1.3. With regards the project
 - 1.3.1. Andy Stewart is being assigned as project manager
 - 1.3.2. Ben Armstrong is being assigned as the business analyst, probably looking to commence late November.
 - 1.3.3. In noting receipt of the business analysis completed to-date, CS advised that it was at a very high level

2. General Data Protection Regulation (GDPR)

- 2.1. CS advised of a future scheduled briefing on the subject of GDPR
- 2.2. AS advised that IS can assist if required

3. Annual Planning

- 3.1. AS advised that any compliance / discretionary funded related project proposals for the next annual planning round will need to be completed by 8th December 2017
- 3.2. There would appear to be two compliance projects scheduled for 18/19
 - 3.2.1. Migrate AIR (Accident Incident Recording) to Python
 - 3.2.2. Migrate Retail to Python
- 3.3. Fire Safety – follow up implementation project proposal will require to be developed
- 3.4. It was agreed that CS would start discussions with the business regarding any other potential projects