

## MONTHLY PROJECT PROGRESS REPORT

<i>Project name:</i>	<i>UCL School of Pharmacy Merger - IT &amp; Data Programme</i>	<i>Project number</i>	P110108-00
<i>Project description:</i>	<i>A Programme to ensure all IT &amp; Data elements of the UCL SoP Merger are co-ordinated &amp; delivered to fulfil business priorities.</i>	<i>Reporting period:</i>	<i>February 2012</i>
<i>Project start date:</i>	<i>01 Dec 2011</i>	<i>Project end date:</i>	<i>30 September 2012</i>
<i>Project Executive</i>	<i>S Winmill</i>	<i>Project Manager</i>	<i>N Woods</i>
<i>Account No:</i>	<i>RD87</i>	<i>Author:</i>	<i>N Woods</i>
<i>ISC Functional Committee:</i>	<i>N/A</i>	<i>Date of next board meeting:</i>	<i>16 March 2012</i>

*Overall Project Status*  
*e.g. Red, Amber, Green*

**GREEN**

## OVERALL BENEFIT

- Access to all the user benefits of UCL services for School of Pharmacy staff and students, such as online portals & processes, greater volumes of resources, and greater and more regular investment in new technology.
- Improved visibility and co-ordination of all outstanding activity, to integrate the School of Pharmacy into UCL at an operational level, across multiple service areas and teams.
- Reduced risk of oversights, or unsequenced delivery of critical work, which ultimately means the Strategic Outcomes cannot be achieved.
- Reduced risk of reputational damage to UCL, caused by oversights or mistakes, which could reinforce any residual resistance to the merger.
- Reduced duplication of effort or costs, from multiple teams pursuing some similar objectives separately.
- Improved cost efficiencies by grouping common requirements from multiple teams into co-ordinated delivery, benefiting from economies of scale.

## HEADLINES

### ACHIEVEMENT DURING REPORTING PERIOD:

- All due milestones complete
- Recommendations regarding scope of IT Programme/Project agreed.
- Requirement for parallel Business Operations Project (& PM) agreed.

### ACTIVITIES AND OBJECTIVES FOR NEXT REPORTING PERIOD:

- Stage 2 – IT Project PID approved
- Stage 3 – IT Project Manager Recruited (& handover)
- Stage 3 – Business Operations Project Manager Recruited (- task owner, A Whalley)
- Governance – IT Project Working Group established
- Governance – IT Project Board established.
- Governance – Regular Operations Working Groups established (- item to be handed over to Business Operations Project PM)
- Governance – Business Operations Project Board established (- item to be handed over to Business Operations Project PM)
- Budget – additional IT funding bid submitted & approved

### SLIPPAGE AND REMEDIAL ACTIONS:

None

## CURRENT STATUS SUMMARY FOR ISD CONSOLIDATED REPORT (NOT MORE THAN 1,000 CHARACTERS, NO BULLETS)

Full-scoping exercise for all of the outstanding Merger activity complete. Draft PID produced. Recommendations for the IT Project scope approved. Requirement agreed for a parallel Business Operations Project (& PM) to cater for the IT 'out of scope' items.

## PROJECT MILESTONES

Milestone name	Milestone date from PID or business case	Last forecast date	Current forecast date	Actual Date	Comments including details of any slippage and remedial action taken
<b>STAGE 0 – START UP</b>					
Student data in Portico	15 Dec			15 Dec	Complete

Milestone name	Milestone date from PID or business case	Last forecast date	Current forecast date	Actual Date	Comments including details of any slippage and remedial action taken
Student UPIs created	16 Dec			16 Dec	Complete
Student userids created	16 Dec			16 Dec	Complete
Student email accounts created	16 Dec			16 Dec	Complete
Student ID cards created	23 Dec			22 Dec	Complete
Staff data into Resourcelink	01 Dec			01 Dec	Complete
Staff UPIs created	19 Dec			19 Dec	Complete
Staff userids created	19 Dec			19 Dec	Complete
Staff userid slips printed	20 Dec			20 Dec	Complete
Staff email accounts created	19 Dec			19 Dec	Complete
Staff ID cards created	23 Dec			22 Dec	Complete
(basic) Staff data into IRIS	23 Dec			23 Dec	Complete
Staff & Student ID cards & slips delivered to SoP	23 Dec			23 Dec	Complete
Logical VPN connection of Janet networks	21 Dec			-	Failed following several tests. Replaced with Physical connection.
Physical dig and fibre connection of networks	12 Dec			12 Dec	Complete
Logical connection of Physical networks	04 Jan			04 Jan	Complete
SoP Student Comms	22 Dec			22 Dec	Complete
SoP Staff Comms	03 Jan			03 Jan	Complete
<b>STAGE 1 – DISCOVERY &amp; CONSULTATION</b>					
IT & Data Programme Board established	Dec 2011				Complete
UCL Heads of Service consulted	Jan 2012				Complete
SoP Heads of Service consulted	Jan 2012				Complete
IT systems & contracts reviewed	Jan 2012				Complete
<b>STAGE 2 - PLANNING</b>					
Programme Initiation Document produced	Feb 2012				Complete

Milestone name	Milestone date from PID or business case	Last forecast date	Current forecast date	Actual Date	Comments including details of any slippage and remedial action taken
Revised Budget Bid submitted	Feb 2012				Complete
Registry Working Group meetings underway	Feb 2012				Complete
Registry Plan Produced	Mar 2012				
HR Working Group meetings underway	Feb 2012				Complete
HR Plan Produced	Mar 2012				
Finance Working Group meetings underway	Feb 2012				Complete
Finance Plan Produced	Mar 2012				
Estates Working Group meetings underway	Feb 2012				Complete
Estates Plan Produced	Mar 2012				
Technical Steering Group meetings underway	Jan 2012				Complete
IT Plan Produced	Feb 2012				Complete
Summary Programme Plan Produced	Feb 2012				Complete
PID & Plan approved	Mar 2012				
<b>STAGE 3 - DELIVERY</b>					
Project Resources Recruited	Mar 2012				
Data Temps Recruited	Mar 2012				
Document Scanning Project Initiated	Apr 2012				
Single ID Card Project Initiated	Apr 2012				
Legacy Data Retention Project initiated	Apr 2012				
AD, IP & DNS Workpackage complete	May 2012				
Data network 2 <sup>nd</sup> circuit complete	Apr 2012				
Eduroam available in Brunswick Sq	May 2012				
Telephone Exchange connected	(Nov 2012)				Handover item post-Programme close

Milestone name	Milestone date from PID or business case	Last forecast date	Current forecast date	Actual Date	Comments including details of any slippage and remedial action taken
SharePoint Workpackage complete	Apr 2012				
Email & Calendar Migrations complete	Jun 2012				
ELearning content migrated	Sept 2012				
New Student Data imported	Aug 2012				
Existing Student Data imported	Jul 2012				
Module & Event Data imported	Aug 2012				
New Staff records imported	Mar 2012				
Payroll data imported	Jun 2012				
Pensions data imported	Jun 2012				
Honoraries records imported	Feb 2012				
Appointments imported (SIP)	Jun 2012				
MyView Self-Service available	Mar 2012				
Financial accounts imported	Jun 2012				
Suppliers Imported	Jul 2012				
Research Grant info imported	Jul 2012				
Estates records imported	Jun 2012				
All ID cards produced	Aug 2012				
IT contracts novated	Sept 2012				
Document Scanning Project complete	Sept 2012				
Single ID Card Project complete	Sept 2012				
Legacy Data Retention Project complete	Sept 2012				
<b>STAGE 4 - CLOSE</b>					
Post implementation review & lesson learned report	Sept 2012				
Programme Closure report	Sept 2012				

## BUDGET / EXPENDITURE

Description	Agreed total budget (£k) (a)	Budget released to project so far (£k) (b)	Previous year's total spend (£k) (c)	Current financial year spend			Future years total spend (£k) (g)	Project total spend (£k) (h=c+f+g)	Variance between budget released to date and costs to date (£k) (j=b-c-d)	Variance between total budget and forecast total spend (£k) (i=a-h)
				FY to date (£k) (d)	Rest of FY (£k) (e)	Sub-total (£k) (f=d+e)				
ICT Costs										
Hardware (s)	70	70	0	70	0	70	0	70	0	0
Software (t)	0	0	0	0	3	3	0	3	0	-3
Additional external staff (u) (could be fixed term staff or contract staff)	30	30	0	32	128	160	0	160	-2	-130
Other (v)	14	14	0	0	0	0	0	0	14	14
<b>Sub-total (w=s+t+u+v)</b>	<b>114</b>	<b>114</b>	<b>0</b>	<b>102</b>	<b>131</b>	<b>233</b>	<b>0</b>	<b>233</b>	<b>12</b>	<b>-119</b>
Internal staff cost (x) (no. days x £200)										
<b>Total (y=w+x)</b>	<b>114</b>	<b>114</b>	<b>0</b>	<b>102</b>	<b>131</b>	<b>233</b>	<b>0</b>	<b>233</b>	<b>12</b>	<b>-119</b>

## NOTES ON BUDGET/EXPENDITURE

Initial ISC budget of £114k was awarded, to initiate & complete work in Stage 0 and Stage 1 – this is complete at a cost of £94k. Scoping of Stages 2-4 identifies further costs & resource requirements. Additional short-form bid submitted.

## STAFF RESOURCE ALLOCATED TO THE PROJECT

Role name	Resource name	Start date of assignment	End date of assignment	Total no. of person-days allocated to the project	Total person-days this period	Cumulative total person days to date
<b>STAGE 0</b>						
UCL ISD Director Support Services	S Winmill	01 Oct 2011	06 Jan 2012	30	25	25
Programme Manager	N Woods	01 Dec 2011	06 Jan 2012	21	17	17
UCL Networks Team	M Turpin	01 Nov 2011	06 Jan 2012	10	5	5
UCL IAM Team	N Homawala	01 Nov 2011	06 Jan 2012	10	7	7
UCL HR Team	N Clayton	01 Nov 2011	06 Jan 2012	20	15	15
UCL Registry Team	O Magro	01 Dec 2011	06 Jan 2012	10	5	5
UCL Estates Team	M Dawe	01 Dec 2011	23 Dec 2011	7	5	5
SoP IT Team	N Clark	01 Oct 2011	06 Jan 2012	20	15	15
<b>STAGES 1-4</b>						
Programme Executive	S Winmill	09 Jan 2012	30 Aug 2012	0.5 per week		
Programme Manager	N Woods	09 Jan 2012	14 Apr 2012	3-5 per week		
Project Manager	To be appointed	31 Mar 2012	30 Sep 2012	5 per week		
Senior User	L Moyse	01 Oct 2011	30 Sep 2012			
Senior User	M Boylan	01 Oct 2011	30 Sep 2012			
Senior Supplier	K Nicholls	01 Oct 2011	30 Sep 2012			
Senior Supplier	J Peck	01 Oct 2011	30 Sep 2012			
Registry Data Cleansing Temp	To be appointed	15 Mar 2012	15 Sep 2012	5 per week		
Suppliers	UCL Registry Team	01 Oct 2011	30 Sep 2012			
Suppliers	SoP Registry Team	01 Oct 2011	30 Sep 2012			
Senior Supplier	J Everard	01 Oct 2011	30 Sep 2012			
Senior Supplier	J Lyndsay	01 Oct 2011	30 Sep 2012			
HR Data Cleansing Temp	To be appointed	15 Mar 2012	15 Sep 2012	5 per week		

Role name	Resource name	Start date of assignment	End date of assignment	Total no. of person-days allocated to the project	Total person-days this period	Cumulative total person days to date
Suppliers	UCL HR Teams	01 Oct 2011	30 Sep 2012			
Suppliers	SoP HR Tea,	01 Oct 2011	30 Sep 2012			
Senior Supplier	N Arnold	01 Oct 2011	30 Sep 2012			
Senior Supplier	L Wells	01 Oct 2011	30 Sep 2012			
Suppliers	UCL Finance Team	01 Oct 2011	30 Sep 2012			
Suppliers	SoP Finance Team	01 Oct 2011	30 Sep 2012			
Senior Supplier	S Minett	01 Oct 2011	30 Sep 2012			
Senior Supplier	J Newbury	01 Oct 2011	30 Sep 2012			
Senior Supplier	J O' Brien	01 Oct 2011	30 Sep 2012			
Suppliers	UCL Estates Teams	01 Oct 2011	30 Sep 2012			
Suppliers	SoP Estates & Facilities	01 Oct 2011	30 Sep 2012			
Senior Supplier	G McLachlan	01 Oct 2011	30 Sep 2012			
Senior Supplier	S Massiah	01 Oct 2011	30 Sep 2012			
Supplier	R Passey	01 Oct 2011	30 Sep 2012			
Supplier	AISC live@ucl Project Team	01 Apr 2012	31 May 2012			
Supplier	T Poppleton	01 Oct 2011	30 Sep 2012			
Supplier	M Turpin	01 Oct 2011	30 Sep 2012			

## SIGNIFICANT ISSUES

ID	Date raised	Title and description	Severity	Owner	Target resolution date	Update log	Status
I3	10 Feb 2012	There are currently insufficient resources available in Registry and SoP HR teams to undertake the data cleansing and data transfer required.	High	A Whalley	31 Mar	The Programme Manager has proposed to A Whalley the provision of 2 temps for 6-months to assist both areas.	Low



ID	Date raised	Title and description	Severity	Owner	Target resolution date	Update log	Status
I4	16 Feb 2012	There is significant scope of activity that is not IT related, but is currently unowned or co-ordinated.	High	S Winmill	31 Mar	Escalated to A Whalley & JPMT. Agreement gained for A Whalley to recruit Business Operations PM to own & deliver this scope.	Low

## SIGNIFICANT RISKS

ID	Title and Description	Likelihood	Impact	Severity	Owner	Update log	Status
R1	Any delivery planned between 20 <sup>th</sup> July – 15 <sup>th</sup> August, dependent on attendance in central London is delayed due to Olympics travel disruption, and strategic outcomes are not achieved	4	5	20	S Winmill	All items of delivery planned for this period must have a fall-back/contingency strategy. And/or be able to be executed remotely.	AMBER
R2	Dependent activities in the critical path, fail to deliver on time (especially between different teams), and strategic outcomes are not achieved	3	5	15	S Winmill	IT & Data Programme monitors dependent activities & critical path, with work stream leads and reports impacts of delays as early as possible.	AMBER
R3	Operational resources do not have time to absorb additional work required and strategic outcomes are not achieved	4	5	20	S Winmill	Senior Operational Leads flag resource issues early, so additional support can be provided	AMBER
R4	IT resources are already committed to other projects or operational duties, and are unavailable to deliver required activity, and strategic outcomes are not achieved	3	5	15	S Winmill	SoP activity is negotiated into existing project scopes and timelines, with additional resources provided, if necessary.	AMBER

ID	Title and Description	Likelihood	Impact	Severity	Owner	Update log	Status
R5	HR consultation on any individual job changes detracts key staff from focus on critical activity, and strategic outcomes are not achieved	3	4	12	S Winmill	Delivery requirements are sensitive to individual's circumstances and planned accordingly.	AMBER