Wiltshire Council

Organisation and Resources Select Committee

20th January 2011

Scrutiny Representative on Project Boards Update

Name of Board: Revenue and Benefits Project Board

Reported by Scrutiny Representative: Cllr Pip Ridout

Summary of the Boards work:

The Project Board is responsible for procuring and implementing one IT system for the revenue and benefits service in Wiltshire.

Significant achievements or progress of the Board since the last update:

At the inaugural meeting of the board, 11th January 2011, Michael Hudson (Interim Chief Finance Officer) set out the way forward for how the project team is to be run, what further documents are required and allocated specific tasks.

Dermot Tully presented a progress report, a project issues log, a project decision log and risk register. It was requested that for future meetings reports would be based on exceptions only and what decisions must come to the board to make sure the project is on time and to target.

Current significant risks to the Council or issues/delays for the Board to resolve:

It has been resolved that the project was due for completion on the 17th November 2011, but this has been extended to the 25th November 2011 to allow for holidays.

One of the current issues under discussion is the location of the joint Northgate and Wiltshire Council project team.

In addition, the project Team is made up of staff with day job responsibilities. This may have an impact on their availability for project work depending on the individuals day job workload. A resource schedule based on planned activities is to be agreed and monitored by the Project Team.

Milestones for the short-term future:

A PID needs to be produced and signed off and it was commented a GANT chart would be of benefit.

Remote access through GCSx, to allow secure IT connection for Northgate, is not currently in place and is expected to be completed by the next meeting.

Date of the next meeting: 09/02/11