

Update on the SharePoint 2010 Programme and Projects Portal

Purpose of report

1. This report is to update the committee on the progress that has been made in the development of Corporate Programme and Projects Portal solution built on the SharePoint 2010 platform for Wiltshire Council.

Background

2. The Corporate Programme and Project Portal was created by the Corporate Programme Team following its formation as part of the Transformation Programme in August 2011. The Portal is used to assist the Programme Team in delivery of the programmes that support the Corporate Business Plan.
3. The Programme and Projects Portal is a SharePoint based web portal which enables accurate, timely and consistent reporting of all Programmes to Cabinet and CLT through the fishbone diagrams.
4. The Portal makes use of the collaborative functionality available through SharePoint to help project managers effectively manage projects and programmes. It provides both a place to store and organise documentation and to manage actions, risks, issues and milestones.
5. The development of the Portal on the SharePoint 2010 platform also supports the council's wider commitment to infrastructure and applications rationalisation, as identified in the Information Services Technology Plan 2011-2015.

Business Goals

6. To provide an application that supports project managers, both within the Corporate Programme team and other services within the Council, in consistently managing projects and programmes based on MSP (Managing Successful Programmes) and PRINCE 2 methodology.
7. An easy to use, central repository for all projects and programmes documentation across the authority.
8. To improve project working by providing teams with an area in which to collaborate on projects. The portal represents an area where staff can share and manage content for cross service team projects both efficiently and with ease.

9. To increase transparency and improve consistency
10. To provide project teams with greater control of their programmes without the need to contact the ICT helpdesk. Super users within each programme are able to create new project sites and control access permissions to their project areas. This allows changes to be made very quickly and efficiently for the programme/project team and reduces calls to the ICT Service desk.
11. To improve the visibility of projects within the organisation and to provide a consistent set of criteria and method of reporting for all projects and the programmes they sit within.
12. Assist in the development of the programme and project management community within Wiltshire Council.

Progress to date

13. Wiltshire Council has worked closely with a Microsoft Gold partner to build the Programme and Projects Portal on its locally hosted SharePoint platform.
14. The project to build the Programme and Projects Portal has been successfully completed and the Portal is now supported as part of Information Services business as usual processes.
15. Appendix 1 lists the current programmes that use the portal for programme and project management. The fishbone diagram for each programme is accessible from the intranet.
16. Many of the corporate programme boards are now paperless, instead using a projector to display the relevant reporting areas of the programme portal.
17. All corporate programme and project staff now fully utilise the system although some service based programme and project staff do not fully use the MSP approach as yet to make the transition fully, this will be addressed shortly.
18. Some entries on the portal are not true programmes but are key activities, such as partner and service engagement and the reporting of activity in such areas will need to be considered by the Transformation Board as we move forward.

Conclusion

19. To note the progress and achievements made to date on the Corporate Programme and Projects Portal in line with CLT approvals; and that the next phase of deployment will be linked to a wider piece of work designed to better target programme and project resource across the council onto its key priorities and further increase cooperate cohesion.

Mark Stone
Transformation Director

Author:

Susanna Read
Business Analyst/Project Manager

Background papers







Wiltshire Council, "Information Services Technology Plan 2011-15"

















































































Appendices











Header sheet from Cabinet/CLT Programme Status report November 2012

Appendix 1


Cabinet / CLT Programme Status November 2012

Key	
	Red - major issue for escalation
	Amber - major issue, mitigation plan in place
	Green - on time, to quality and budget
	Blue - Project complete
	Grey - Suspended
	White - Project not started

Programme	On Time	Quality/ Performance	On Budget	Resource in place	Overall Status
Economy & Employment (Investment - Action for Wiltshire)					
Local Development Framework (LDF) (Investment)					
Wiltshire Online (Super-fast broadband) (Investment)					
Campus (Transformation)					
Capital Maintenance (Transformation)					
Cloud Programme (Transformation)					
Development Services Transformation Programme					
Education Capital (Transformation)					
Housing Management Programme (Transformation)					
Hubs and Depots (Transformation)					
Information Services (Transformation)					
Knowledge Management (Transformation)					
Localism (Transformation)					
Procurement (Transformation)					
SAP Development (Transformation)					
Service Reviews and Systems Thinking (Transformation)					

Strategic Partner and Employee Engagement (Transformation)					
Waste Transformation (Transformation)					

Summary of red issues – there are no red issues for this period

	Programme	Project	Issue
			

Dr Carlton Brand
 Corporate Director, Transformation & Resources
 Status: November 2012