

Appendix 2 – Project highlight reports December 2017

Programme 2020 - (Option 2)

Project name	On-Call Conversion Project
Project reference number	814
Project manager	Paul Chipperfield
Project sponsor	David Bill
Reporting period	December 2017

Status summary	In Progress
RAG status - budget	Green
RAG status - schedule	Green
RAG status - scope	Green
RAG status - benefits	Green

Activity this period	<p><u>Station Conversion Workstream:</u></p> <ul style="list-style-type: none"> • Paper submitted from Dave Bill regarding payment protection, relocation package and houses continue with the hope for an outcome imminently • Change Network meetings scheduled from Jan 2018 and will be scheduled to take place at all Day Crewed stations • Monthly Station Managers meetings scheduled for progress on integration of On Call recruits and Day Crewed personnel • All Station Managers have submitted the planning model for the transition of their Station <p><u>On Call Recruitment:</u></p> <ul style="list-style-type: none"> • Issues that have been raised on the new recruitment system, Athena, have been captured and are being worked through. • 1 x Assessment Day – Total Attendees = 14. • Various Christmas Events attended by On Call members of staff to raise awareness for On Call. Stations including priority such as Dovercourt, Ongar, Burnham etc. • Preparation for Jan/Feb basic training courses. (15th January/12th February) • Preparation for Great Baddow Assessment Day (31st Jan) • Station visit to discuss recruitment drive – Ingatestone
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> • Update in weekly e-brief • 2 X On Call Conversion Workstream meeting planned for January • Change Network meeting scheduled for KP at the end of Jan • Update in Monthly newsletter
New risks	N/A
New issues	N/A

Activity planned next period	<p>Station Conversion Workstream</p> <ul style="list-style-type: none"> • Work will continue with Station Managers regarding the transition from Day Crew to On Call • On Call Conversion Workstream meetings • Change Network Meeting planning for January • Regular updates in Weekly E-brief <p>On Call Recruitment</p> <ul style="list-style-type: none"> • First Great Baddow On Call Interviews • BAU Interviews • 1 x Basic Training Course – attendees = 10 • 1 x Assessment Day for Great Baddow (number of attendees TBC) • Preparation for February basic training course • Discussions for various BAU recruitment drives
Key communication/engagement planned next period	<ul style="list-style-type: none"> • On Call Conversion Workstream meeting • Change Network Meeting • Regular updates in Weekly E-brief

Project name	Special Appliance Relocation
Project reference	819
Project manager	Paul Chipperfield
Project sponsor	Matt Furber
Reporting period	December 2017

Status summary	The project continues in delivery phase with the main focus being on securing training, first priority being ARU training.
RAG status - budget	Green
RAG status - schedule	Green
RAG status - scope	Green
RAG status - benefits	Green

Activity this period	<ul style="list-style-type: none"> • Further work is being done on the IRU – if we are to keep this in Service until further notice • Procurement process for SWR PPE underway • Training lead to work on scheduling remaining training.
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> • Specials Board Meeting held • Weekly update on intranet • Monthly Newsletters • Update to be provided at Managers Briefing scheduled
New risks	No new risks identified
New issues	No new risks identified

Activity planned next period	<ul style="list-style-type: none"> • Training lead to work on scheduling remaining training. • ARU training to be finalised and arranged with finance • Meeting scheduled with Training lead to discuss all booked training • Short / mid / long term planning for the next Specials move to commence
Key communication/ engagement planned next period	<ul style="list-style-type: none"> • Weekly update on intranet • Monthly Newsletters • Update to be provided at Managers Briefings

Project name	Off Road Vehicle Replacement
Project reference	820
Project manager	Paul Chipperfield
Project sponsor	Matt Furber
Reporting period	December 2017
Status summary	In delivery stage. PID updated to reflect revised costs and time frames.
RAG status - budget	Green
RAG status - schedule	Green
RAG status - scope	Green
RAG status - benefits	Green
Activity this period	<ul style="list-style-type: none"> • Order has been placed for the vehicles • Contract has been signed
Key communication/engagement undertaken this period	<ul style="list-style-type: none"> • Specials Board Meeting held • Weekly update on intranet • Monthly Newsletters
New risks	No new risks identified
New issues	No new risks identified
Activity planned next period	<ul style="list-style-type: none"> • Commence work on the training plan • Work with the manufacturer and GloCo to configure the storage equipment etc
Key communication/engagement planned next period	<ul style="list-style-type: none"> • Weekly update on intranet • Monthly Newsletters • Update to be provided at Managers Briefings

Project name	FIREFIGHTERS DELIVERING DIFFERENTLY
Project reference	826
Project manager	Lee Lucas
Project sponsor	Moira Bruin
Reporting period	December 2017
Status summary	Project continues in delivery phase, focusing on roll out plans and station engagement
RAG status - budget	Green
RAG status - schedule	Green
RAG status - scope	Green
RAG status - benefits	Green

Activity this period	Exploring alternative resourcing options internally Arranging rep body engagement sessions Delivering on station visits Meeting with GM and SM's Update of training and evaluation plans Meeting with Paul Gulliver regarding GDPR requirements
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> Engagement with rep bodies
New risks	No new risks
New issues	No new issues

Activity planned next period	<ul style="list-style-type: none"> Continue station visits Project Board Progression with collaboration opportunities to enable delivery of FFDD
Key communication/ engagement planned next period	<ul style="list-style-type: none"> Engagement with rep bodies

Project name	HOME SAFETY MODEL
Project reference	824
Project manager	Andrea MacAlister
Project sponsor	Moira Bruin
Reporting period	December 2017

Status summary	This project is making progress but is now experiencing a level of delay against timescales due to factors outside of the control of the project. These are outlined below.
RAG status - budget	Green
RAG status - schedule	Amber
RAG status - scope	Amber
RAG status - benefits	Green

Activity this period	<ul style="list-style-type: none"> • Met with and scoped out training requirement with Essex Police Crime Prevention Tactical Advisor Team. • Met with and scoped areas of CRM requiring improvement with Hitachi at SWF Home Safety Admin Team • Significant research into GDPR and recommendations to ensure evaluation method is fit for purpose but also compliant for the new regulations. • Interviewed for 2 additional technicians
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> • Met with Head of Public Health Commissioning for ECC, supported additional work for falls prevention (ERIS related). • Approached warm leads for the unitary authorities to secure referral pathways into them, meetings arranged for Jan.
New risks	<ul style="list-style-type: none"> • Decision to DBS check all firefighters before allowing them to undertake community safety activity looks likely to be resolved in January – paper explaining the project has gone to SLT. • Key member of the team has left the organisation, so temporary arrangements are coming into place in the interim. This is creating an element of delay.
New issues	<ul style="list-style-type: none"> • Funding was allocated to the department to support additional positions which should positively impact on the project (admin in SWF), however the delay in getting to the point of recruitment has reduced these posts to 2x 12 week posts.
Activity planned next period	
Key communication/ engagement planned next period	Confirm all comms marketing materials and start production. Community Engagement Officers start delivering training for us on stations.

COSMOS

Programme name	COSMOS (Previously ESMCP)
Project reference	TBC
Project manager	Dennis Leeks
Project sponsor	Matt Furber
Reporting period	December 2018

Status summary	<p>Programme is in the delivery phase;</p> <p>The Programme has been renamed to COSMOS (Control Systems Mobilising Operational Solutions) due to delays in the national ESMCP Programme and the need for us to complete several projects regardless of whether ESMCP is delivered or not but precursors to our delivery of ESMCP and requiring the same level of governance.</p>
RAG status - budget	GREEN
RAG status - schedule	AMBER
RAG status - scope	AMBER
RAG status - benefits	GREEN

Activity this period	<p>Agreement to rename the Programme to COSMOS</p> <p>Finalising Comms to go to the entire service</p> <p>Sign off of options paper for Control Systems</p>
Key communication/ engagement undertaken this period	None other than regular Project Team Meetings
New risks	None
New issues	None

Activity planned next period	<p>Project Briefs for projects 5,6 and 7 to be created</p> <p>Comms for renaming of programme to COSMOS</p> <p>First Programme Board under new structure</p>
Key communication/ engagement planned next period	<p>Comms to all regarding renaming of the programme</p> <p>Update at managers briefing in February</p>

Project name	CONTROL SYSTEMS UPGRADES
Project reference	TBC
Project manager	Paul Gardiner
Project sponsor	Matt Furber
Reporting period	December 2018

Status summary	High-level Control Systems Options paper submitted, reviewed and Recommendations approved by SLT on 12 th December.
RAG status - budget	GREEN
RAG status - schedule	GREEN
RAG status - scope	GREEN
RAG status - benefits	GREEN

Activity this period	Control Systems Options paper delivered.
Key communication/ engagement undertaken this period	Comms with Sponsor, SLT and PFCC around scope of detailed investigation and evaluation; initial engagement with Essex Police, Bedfordshire, Cambridgeshire, Suffolk and Sussex FRSs, and EEAS regarding potential collaboration opportunities.
New risks	
New issues	

Activity planned next period	Work will now commence on further detailed investigation and evaluation of the agreed options to provision ECFRS Control Systems beyond the current contract termination dates. High-level plan / timelines and milestones to be drawn up, working backwards from current contract termination dates.
Key communication/ engagement planned next period	Initial engagement with ECFRS Purchase & Supply regarding procurement regulations and time constraints within which we are working, in order that we can progress further detailed investigation and evaluation with other Emergency Services and suppliers.

Project name	SAT-NAV PROJECT
Project reference number	978
Project Manager	Kerry Barker
Senior Responsible Owner	Matt Furber
Reporting period	December 2018

Status summary	Project continues in initiation stage focussing on the pilot plan
RAG status - budget	GREEN
RAG status -schedule	GREEN
RAG status - scope	GREEN
RAG status - benefits	GREEN

Activity this period	<ul style="list-style-type: none"> • Development of pilot plan • Completion of risk assessment for activities during pilot • Discussions with Service workshops around install options
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> • Discussions with key stakeholders including Representative bodies to discuss project • Article in Change letter providing an overview of project scope, project brief approval and next steps
New risks	none
New issues	none

Activity planned next period	<ul style="list-style-type: none"> • Finalise pilot plan and pilot stations • Purchase of hardware • Work with Airbus to arrange gateway upgrade and software install • Consultation on H&S risk assessment for activities during pilot
Key communication/ engagement planned next period	<ul style="list-style-type: none"> • Engagement with Representative bodies • Project update to service in change newsletter

Project name	MDT Project
Project reference number	982
Project Manager	Kerry Barker
Senior Responsible Owner	Matt Furber
Reporting period	December 2018
Status summary	Project continues is in the initiation stage focusing on completion of the PID.
RAG status - budget	GREEN
RAG status -schedule	GREEN
RAG status - scope	GREEN
RAG status - benefits	GREEN
Activity this period	<ul style="list-style-type: none"> • Confirmation of contact award under national framework – ‘Centerprise’ • Progression with Airbus software upgrade plans – • PID completed and submitted to January Change Board • Investigation of identified opportunity
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> • Discussions with Representative bodies are project • Draft PID shared with all stakeholders including representative bodies for comment • Stakeholder engagement meetings
New risks	<ul style="list-style-type: none"> • New opportunity identified – alternative hardware options for specialist appliances
New issues	none
Activity planned next period	<ul style="list-style-type: none"> • Place order for required hardware by deadline of 03.02.2018 • Engagement with supplier regarding order details and installation • Progression with Airbus software upgrade plans – software installation and testing • Project sponsor decision on how to proceed regarding identified opportunity • Discussion with other FRS’s regarding lessons learned
Key communication/ engagement planned next period	<ul style="list-style-type: none"> • Engagement with Representative bodies • Project update to service in Change Newsletter

People Structures

Project name	People Structures
Project reference	806
Project manager	Vacant
Project sponsor	Mark Stagg
Reporting period	December 2017

Status summary	PID agreed – Implementation
RAG status - budget	Green
RAG status - schedule	Amber – one specialist department awaiting outcome letters
RAG status - scope	Green
RAG status - benefits	Green

Activity this period	<p>Project Overview</p> <ul style="list-style-type: none"> Review Panel to commence fortnightly from January <p>Rank to Role Workstream</p> <ul style="list-style-type: none"> Queries continue to come through from different departments which the team are responding to Appeals received and heard. Some responses now delivered. Continuing to work with the staff office to make sure that all transfers are recorded on the data spreadsheet Transfer of correspondence to HR Support being coordinated. Rank to Role for Training Department and Health & Safety now completed, waiting for confirmation of readiness from other departments. <p>Grey/Green Book</p> <ul style="list-style-type: none"> Business Case process in development – this is still in discussion Guidance document in design stage, work is being done around the legal positions around the terms and conditions Communication materials updated <p>Talent Pool/Promotion Process</p> <ul style="list-style-type: none"> Closing date for Supervisory level talent Pool was 6 December. Over 120 applicants Sifting of applications Candidates advised of outcomes Candidates invited to assessment centres Assessment centre materials being designed
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> Updates for all workstreams within the project included in weekly ebrief Managers Briefings P2020 Newsletter

New risks	No new risks identified
New issues	No new risks identified

Activity planned next period	<p>Project Overview:</p> <ul style="list-style-type: none"> Review Panel to be held <p>Rank to Role</p> <ul style="list-style-type: none"> Assess roles that have not been assessed as yet Work continues on next steps of completing the implementation phase Identifying the work associated to the completion of Rank to Role and allocating these pieces of work Work with Rep Bodies on JD's will be scheduled <p>Grey/Green</p> <ul style="list-style-type: none"> Business case process to be consulted with Representative Bodies and brought to Review Panel Communicate business case process once approved Exploring implementation of operational competence for Grey Book employees in roles that have been identified as non-operational <p>Talent Pool/Promotion Process</p> <ul style="list-style-type: none"> Supervisory Assessment Centres commence on 29th January 14 Assessment Centres – 104 candidates Mix of operational (whole time and on-call), Control and Green Book colleagues
Key communication/ engagement planned next period	<ul style="list-style-type: none"> Weekly update on intranet Monthly Newsletters Update to be provided at Managers Briefings Communications updated further to consultation

Project name	Green Book Job Evaluation
Project reference number	804
Project manager	
Project sponsor	Mark Stagg
Reporting period	January 2018

Status summary	In progress – moving into third phase of the project.
RAG status - budget	Green
RAG status - schedule	Amber – lack of resources is impacting on the schedule (no project manager and no project SME lead)
RAG status - scope	Green
RAG status - benefits	Green

Activity this period	<ul style="list-style-type: none"> • Consultation on a market supplement guidance now closed • SLT Discussion paper with draft guidance's in draft for SLT ref. ARAs, Acting up and Temp promotions <p>Project Plan timelines in review to reflect delay in receiving New NJC grading proposal.</p>
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> • UNISON consultation on market Supplements • Updates provided in Managers Briefing
New risks	None to add
New issues	None to add

Activity planned next period	<ul style="list-style-type: none"> • Two Job Evaluation Panels scheduled per month until May next year • First draft guidance on ARA and Temp Promotions to be presented to SLT/review panel • Re-evaluation of ICT roles due this month • Handover of JE panels and process to HR Support this month. • Lessons Learnt session in preparation for 1st Feb
Key communication/ engagement planned next period	<ul style="list-style-type: none"> • Updates will be provided in the Weekly Update • Steering Group Meetings to be continued as needed • Ongoing communications for managers and affected employees

People Systems Programme

Programme name	People Systems Programme
Project reference	816
Project manager	Peter Morath
Project sponsor	Mark Stagg
Reporting period	14/12/2017 – 12/01/2018

Status summary	The programme is in progress.
RAG status - budget	Amber – the programme is within budget however costs will increase as a result of the delay
RAG status - schedule	Red – HOBS Project timeline to be reviewed as a consequence of UAT results
RAG status - scope	Green – the programme scope has now been fully agreed
RAG status - benefits	Amber – the programme expects to realise documented benefits however these will be delayed and off-set by increased cost

Activity this period	<ul style="list-style-type: none"> Supporting the HOBS Project – HOBS PID approved by the Change Board. Supporting the eLearning Project – draft PID reviewed by the Programme Board
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> Change Board SLT Programme Board
New risks	<ul style="list-style-type: none"> None
New issues	<ul style="list-style-type: none"> None

Activity planned next period	<ul style="list-style-type: none"> Continued support for the HOBS Project Continued support for the eLearning Project – PID to be updated following feedback.
Key communication/ engagement planned next period	<ul style="list-style-type: none"> Change Board SLT Programme Board

Project name	HR & OD Business Solution
Project reference	
Project manager	Dena Morrison
Project sponsor	Mark Stagg
Reporting period	07/12/2017 – 12/01/2018

Status summary	The project is in progress
Amber – the programme is within budget however costs will increase as a result of the delay	Amber – the project is within budget however costs will increase as a result of the delay
RAG status - schedule	Red – Project timeline to be reviewed as a consequence of UAT results Report requested by People systems Programme Board detailing UAT tests, details of test fails and degree of confidence that next release of software will lead to passing of UAT.
RAG status - scope	Green – PID approved by Change Management Board
RAG status - benefits	Amber – the project expects to realise documented benefits however these will be delayed and off-set by increased cost

Activity this period	<ul style="list-style-type: none"> • User Acceptance testing continued throughout December 2017 • Two additional Payroll Consultation days • System build activity continues. • Process Design being defined as a result of UAT • Defining lesson plans • Unable to sign off UAT – communicated to Programme Board • Review of issues log with Carval.
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> • SRO updates, via People Systems Programme
New risks	<ul style="list-style-type: none"> • New Carval Project Manager assigned to project. •
New issues	<ul style="list-style-type: none"> • Delays in response times from Carval during UAT. This is being addressed and has been escalated within Carval • Unable to sign off UAT. Impact on project milestones and subsequent go live date.

Activity planned next period	<ul style="list-style-type: none"> • Preparation to recommence UAT • Update system administration as a consequence of UAT • Update lesson plans as a consequence of UAT • Additional consultancy days scheduled • Planned training to be cancelled until such time that UAT concludes satisfactory
Key communication/ engagement planned next period	<ul style="list-style-type: none"> • Planned communication will be through standard update tools and SRO updates only during this period. Main activity for this period is UAT preparation. Outcomes from UAT will be delivered when UAT completed and via training delivery.

Project name	Operational Availability Management
Project reference	
Project manager	Hollie Nicholson-Thomas
Project sponsor	Matt Furber
Reporting period	11/12/2017 – 11/01/2018

Status summary	<p>The Operational Availability Management (OAM) project is on hold. This is due to the project dependency on the implementation of the new HR system (Carval) being delivered under the Human Resources Organisational Design Business System (HOBS) project.</p> <p>The OAM project will restart in early 2018, once we have a clear view of the HOBS outputs, which are necessary for defining our 'Availability Management' requirements.</p>
RAG status - budget	Green – the budget has yet to be finalised, only the brief approved
RAG status - schedule	Green – the schedule has yet to be finalised, only the brief approved
RAG status - scope	Green – the scope has yet to be finalised, only the brief approved
RAG status - benefits	Green – the benefits have yet to be finalised, only the brief approved

Activity this period	<ul style="list-style-type: none"> After speaking to the end users a list functionality that is needed for the new availability system has been compiled.
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> Meetings with different teams and station visits have taken place to understand what to-be functionality is important to the end users. Weekly meetings have kicked off between the project manager and project sponsor to discuss to-be OAM functionality.
New risks	<ul style="list-style-type: none"> None
New issues	<ul style="list-style-type: none"> None

Activity planned next period	<ul style="list-style-type: none"> Confirmation of Carval processes and outputs to be confirmed. OAM functionality requirements to be defined in the PID once the Carval outputs have been confirmed.
Key communication/ engagement planned next period	<ul style="list-style-type: none"> Continue to meet with stations and teams that will be affected by the availability management system.

Project name	e-Learning
Project reference	
Project manager	Claire Budgen
Project sponsor	Mark Stagg
Reporting period	December 2017

Status summary	The project is in progress.
RAG status - budget	Green – the budget has yet to be finalised, only the brief approved
RAG status - schedule	Green – the schedule has yet to be finalised, only the brief approved
RAG status - scope	Green – the scope has yet to be finalised, only the brief approved
RAG status - benefits	Green – the benefits have yet to be finalised, only the brief approved

Activity this period	Draft PID developed including feedback from the Stakeholder Workshops and with input from Project Sponsor, People Systems Programme Manager, Essex and Kent Police and Kent FRS Draft PID was discussed with the Programme Board
Key communication/ engagement undertaken this period	Presentation of draft PID to People Systems Programme Board
New risks	None
New issues	None

Activity planned next period	Address feedback from People System Programme Board at a meeting of 19.12.17 Complete Project Initiation Document and submit to Change Board in January 2018.
Key communication/ engagement planned next period	If the PID is approved the Project Team will be set up and a Project Plan developed.

Business Change

Project name	IRS Upgrade
Project reference	
Project manager	Dennis Leeks
Project sponsor	Tracy King
Reporting period	Dec 17

Status summary	<i>3TC have provided an updated plan to complete the Remsdaq interface development by the end of February using the existing REST calls. Planning is underway to test and migrate to the new environment in March</i>
RAG status - budget	<i>Green</i>
RAG status - schedule	<i>Amber</i>
RAG status - scope	<i>Green</i>
RAG status - benefits	<i>Green</i>

Activity this period	<i>PO Raised and signed off to allow 3TC to continue with a new way of developing the Remsdaq interface. Initial discussions held around testing and migration to new environment</i>
Key communication/engagement undertaken this period	<i>Internal meetings and update calls with 3TC</i>
New risks	<i>None</i>
New issues	<i>None</i>

Activity planned next period	<i>Planning around testing and migration to new environment</i>
Key communication/engagement planned next period	<i>Union engagement</i>

Project name	<i>Tablet Computers for Appliances</i>
Project reference	<i>P961</i>
Project manager	<i>Ed Thomas</i>
Project sponsor	<i>Moira Bruin</i>
Reporting period	<i>January 2018</i>

Status summary	<i>The project is in its Initiation Stage, with the PID currently being written. The product identification and selection exercise is in progress, and the full scope of the required solution is being defined in conjunction with the MDT replacement and SatNav Project Manager</i>
RAG status - budget	<i>Green</i>
RAG status - schedule	<i>Green</i>
RAG status - scope	<i>Green</i>
RAG status - benefits	<i>Green</i>

Activity this period	<i>Received solution proposals from prospective suppliers and carried out shortlisting process. Took decision to also progress investigations into a low-cost solution to benchmark against. Began looking at different docking options for iPad, and began testing the CRM client on a Microsoft tablet Discussed and agreed a revised approach for product tests and trials Received new guidance on carrying out a Data Privacy Impact Assessment Continued with development of the PID</i>
Key communication/ engagement undertaken this period	<i>Engaged with product user and support representatives regarding the shortlisting process Met with members of the respective Project Boards to reassert the approach for the three device solution Met with technical team to discuss implications of different low cost tablet solutions Discussed equipment positioning and installation with Service Workshops and Health & Safety</i>
New risks	<i>Viable solutions too costly to be acceptable Decisions taken on the scope of MDT replacements have an impact on the scope of this project</i>
New issues	<i>None</i>
Activity planned next period	<i>Acquire sample tablets for trial purposes Plan and arrange product testing Confirm full list of appliances in scope Continue PID development</i>
Key communication/ engagement planned next period	<i>Issue updates via weekly eBrief / monthly change newsletter explaining the objectives of the project and its place within the COSMOS programme Identify and engage with the product testing team Regular ongoing engagement with PM for MDTs & SatNavs</i>

Activity planned next period	Identify and agree the sites for product trials Receive solution proposals and agree the shortlisted products Develop and agree the Product Trial Plan Begin completion of the Privacy Impact Assessment Continue with development of the PID
Key communication/ engagement planned next period	Engage with representatives from the product trial sites Issue news updates on project progress Continue to engage with all key stakeholder groups

Project name	ICU Support System
Project reference	
Project manager	Vacant
Project sponsor	Dave Bill
Reporting period	Dec 17

Status summary	<i>The below status which was reported last month is still valid as December Change Board was cancelled. Options paper is on the Agenda for Jan Change Board - Options Paper reviewed by Sponsor, meeting had to discuss options and next steps. Paper will now go to next Change Board with a recommendation of Option 2 – Procure endorsed by sponsor.</i>
RAG status - budget	<i>Green</i>
RAG status - schedule	<i>Amber</i>
RAG status - scope	<i>Green</i>
RAG status - benefits	<i>Green</i>

Activity this period	<i>Review and feedback of BETA solution from Incident Command.</i>
Key communication/ engagement undertaken this period	<i>As above</i>
New risks	<i>None</i>
New issues	<i>None</i>

Activity planned next period	<i>Paper to be discussed at Change Board with a view to endorsing direction of travel endorsed by sponsor. Handover of Project Management due to ESMCP role.</i>
Key communication/ engagement planned next period	<i>As above.</i>

Project name	Project Tool
Project reference number	TBC
Project Manager	Kerry Barker
Senior Responsible Owner	Ben Pilkington
Reporting period	December 2017

Status summary	Project continues in initiation stage focussing on completion of PID
RAG status - budget	GREEN
RAG status -schedule	AMBER
RAG status - scope	AMBER
RAG status - benefits	GREEN

Activity this period	<ul style="list-style-type: none"> • Development of detailed requirements • Drafting of PID
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> • Direct updates to stakeholders
New risks	none
New issues	<p>Scope – scope of project challenged to include Collaboration, Police and Ambulance when defining requirement instead of inclusion for access only as initially agreed. Decision Required by Change Board</p> <p>Resourcing – lack of capacity of PM to deliver project in addition to sat nav and MDT projects immediately. Decision required on prioritisation and how to proceed Decision Required by Change Board</p>

Activity planned next period	<ul style="list-style-type: none"> • Completion of PID • Progress with G Cloud procurement activities
Key communication/ engagement planned next period	

ICT Change

Project name	Service Workshops Telephony Replacement
Project reference	P972
Project manager	Ed Thomas
Project sponsor	Jan Swanwick
Reporting period	December 2017

Status summary	<i>All non-essential BT Services at Service Workshops have been replaced or retired. Lync desk and wall phones are fully operational throughout the site, and the SpectraLink cordless Wi-Fi phones are currently in test with the new WiFi network there. Once the WiFi phones are confirmed as fully operational, the main BT switch, Reception number and handsets can be decommissioned.</i>
RAG status - budget	<i>Green</i>
RAG status - schedule	<i>Red</i>
RAG status - scope	<i>Green</i>
RAG status - benefits	<i>Green</i>

Activity this period	<i>Installed VPN Concentrator appliance at Kelvedon Park. Received and installed new WAPs (Wireless Access Points) and aerials at Service Workshops. Configured and tested new WAPs at Service Workshops. Connected WiFi handsets to new WAPs, and began live testing of the devices.</i>
Key communication/ engagement undertaken this period	<i>Agreed installation date with Service Workshops management, WiFi partners ONI, and electrical contractors. Held regular discussions with ONI Project Manager and consultant to ensure that configuration was optimised for use with the WiFi handsets Issued information to staff on the use of the handsets</i>
New risks	<i>None</i>
New issues	<i>None</i>

Activity planned next period	<i>Carry out any necessary fine tuning of the configuration to optimise the WiFi handset performance Plan and begin the decommissioning of the BT handsets, main Reception number and telephony switch hardware</i>
Key communication/ engagement planned next period	<i>Engage with Service Workshops management to plan transition of primary number Engage with Corporate Communications to ensure all external references to Workshops are displaying the new Reception number Issue news update via weekly eBrief to ensure all staff are aware of the changes</i>

Project name	<i>XP & Windows 2003 Remediation</i>
Project reference	
Project manager	<i>Martin Chester</i>
Project sponsor	<i>Jan Swanwick</i>
Reporting period	<i>Jan 17</i>

Status summary	<i>90% Complete. Queries raised due to licensing issues with Smartboard PC's resolved, Audit of estate completed to confirm numbers of machines outstanding. Discuss Multimedia Display project with project manager to realise benefits of completing this project in conjunction with Multimedia display project, this is feasible however due to timescales ICT support are pushing forward with replacement in isolation at this time.</i>
RAG status - budget	<i>Green</i>
RAG status - schedule	<i>Red</i>
RAG status - scope	<i>Green</i>
RAG status - benefits	<i>Green</i>

Activity this period	<i>Smart Board Licensing issues resolved and audit of estate confirmed 28 machines outstanding which is higher than initially thought, this is due to some machines not checking in for some time. 6 of these machines were replaced over the Christmas period.</i>
Key communication/ engagement undertaken this period	<i>Communication to departments to retrieve unused computers to be used as replacements for the XP computers. So far Trevor Hearn agreed to release a number of Hydra PC's.</i>
New risks	<i>Lack of replacement PC's</i>
New issues	<i>Audit of all locations to be carried out in order to free up enough PC's to be able to complete project with minimal outlay.</i>

Activity planned next period	<i>Full audit of all PC's to be carried out. Hydra PC's to be re provisioned and the replacement of 4 more Windows XP machines to be completed.</i>
Key communication/ engagement planned next period	<i>Service desk and Application Support team to progress replacement provided sufficient quantities of replacement PC's can be obtained.</i>

Project name	CLOUD MIGRATION (CIRRUS – PHASE 1)
Project reference	
Project manager	Melissa James
Project sponsor	Jan Swanwick
Reporting period	Dec 17

Status summary	<p>A decision was made last week by the Sponsor to put the Cirrus Programme on hold until ICT assess delivery options due to constraints within our existing environment. However work will continue to decommission old exchange servers and move users to Exchange 2016.</p> <p>The next highlight report will focus on Exchange 2016 migration only.</p>
RAG status - budget	
RAG status - schedule	
RAG status - scope	
RAG status - benefits	

Activity this period	<p>Work has continued with the second group of users to be migrated to Exchange 2016 which is more complicated to migrate.</p> <ul style="list-style-type: none"> • Identify 10 Group 2 Pilots • Good Licenses will finish the end of March • A training plan is being developed for users currently on Good Share which will be moved to SharePoint • A roll out plan being developed for any Ipad users currently not provisioned with InTune. • Run pilot for Group 2 • Review results from pilot
Activities not achieved this period	<p>Create a training guide for pilot users to update their mobile phones Design still pending</p>
Key communication/ engagement undertaken this period	<ul style="list-style-type: none"> • Communicate to Group 2 pilots about approach for migrating
New risks	<p>Please refer to Risk log for complete update https://ecfrs.sharepoint.com/:x:/r/ICT%20Change%20Management/_layouts/15/WopiFrame.aspx?sourcedoc=%7BFA8FDEBE-C56C-4505-8DFB-2B73EA1602C3%7D&file=RAID%20template1.xlsx&action=default</p>

	https://ecfrs.sharepoint.com/:x:/r/ICT%20Change%20Management/_layouts/15/WopiFrame.aspx?sourcedoc=%7BFA8FDEBE-C56C-4505-8DFB-2B73EA1602C3%7D&file=RAID%20template1.xlsx&action=default&IsList=1&ListId=%7BE1578243-7C6B-4D65-B3F8-BDD436A870F9%7D&ListItemId=174
New issues	Please refer to Risk log for complete update https://ecfrs.sharepoint.com/:x:/r/ICT%20Change%20Management/_layouts/15/WopiFrame.aspx?sourcedoc=%7BFA8FDEBE-C56C-4505-8DFB-2B73EA1602C3%7D&file=RAID%20template1.xlsx&action=default&IsList=1&ListId=%7BE1578243-7C6B-4D65-B3F8-BDD436A870F9%7D&ListItemId=174
Activity planned next period	<ul style="list-style-type: none"> • Migrate Group 2 Non Good Share users. • Develop training plan for users moving from Good to SharePoint • Commence migration of remaining Group 2 users • Test SharePoint as an alternative solution to Good Share. • Complete training for user moving to SharePoint • Re-provision iPads not on InTune
Key communication/ engagement planned next period	<p>A decision was made last week by the Sponsor to put the Cirrus Programme on hold until ICT assess delivery options due to constraints within our existing environment. However work will continue to decommission old exchange servers and move users to Exchange 2016.</p> <p>The next highlight report will focus on Exchange 2016 migration only.</p>

Project name	Service-Wide MultiMedia Display Equipment
Project reference	P958
Project manager	Ed Thomas
Project sponsor	Jan Swanwick
Reporting period	December 2017

Status summary	<p>Final preparations are being made prior to procurement of the new equipment, having confirmed the list of new screens and their required locations.</p> <p>The list of new PCs to drive content to the screens is being co-ordinated with the ICT Service Desk, who are replacing many of them as part of the "XP Remediation" initiative.</p> <p>A first proof-of-concept simplified PC build to drive content to the multimedia screens has been developed as an output of the Kiosk Computing project [P960], and is currently being reviewed and refined.</p>
RAG status - budget	Green
RAG status - schedule	Amber
RAG status - scope	Green
RAG status - benefits	Green

Activity this period	<p>Confirmed with ICT Service Desk the sites which require replacement PCs.</p> <p>Revisited the equipment list and refined the expected costs based on current models of display screens.</p> <p>Developed an initial prototype to prove the concept of a Windows 10 kiosk PC. Decision was taken to abandon development of a second version based on Office 365.</p>
Key communication/ engagement undertaken this period	<p>Consulted with Procurement to identify the correct approach for hardware purchases.</p> <p>Consulted with ICT Service Desk Manager to confirm the scope of sites to be included, and identify where Windows XP PCs were already earmarked for replacement.</p>
New risks	Staff concerns over the loss of existing touchscreen functionality
New issues	None

Activity planned next period	Submit an RFQ (request for quote) via an agreed procurement framework for the multimedia screens
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	<p>Select hardware supplier</p> <p>Refine the proof-of-concept kiosk device and trial at a sample location</p>
<p>Key communication/ engagement planned next period</p>	<p>Engage with Operations to agree installation priorities and timescales</p> <p>Issue an eBrief / news article to advise on the forthcoming works</p> <p>Consult with Property Services to agree the approach for managing installation works</p> <p>Engage with selected hardware supplier to confirm timetables</p>