FINANCIAL MANAGEMENT SYSTEM PROJECT OVERVIEW

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BACKGROUND

1.0   The licence for the current computerised Financial Management System (FMS) expires in January 2007. Due to the age of the system and the number of current users the supplier informed CBC they would not renew the licence. After negotiations, the supplier informed CBC that the system will continue to run for a short time after this date but maintenance and support will be reduced to response to call outs and will be at a cost.

1.1   The decision was made to replace the existing FMS with a modern flexible new system having a reasonable length of life, with enhanced facilities to the Finance and Business Development Service unit and for other linked Service units. Approval was given by Executive on 18 October 2005 to utilise £250,000 from the Major Projects Fund to purchase a new FMS.

1.2   Detailed requirements were drawn up and tenders were evaluated. On 15 August 06 the Executive approved the contract for the supply of a new Financial Management System be awarded to Consilium.

1.3   Approach taken to date:

➤ A Project Team has been formed which is made up of key stakeholders who are responsible for the overall management and direction of the project. The Project Team includes representation from Accountancy, Audit, Revenue and Benefits, Business Development, IT and Consilium.

➤ The Project Team meets fortnightly and regularly monitors risks and issues facing the project as well as project finances. Currently the project is within budget.

➤ A Project Initiation Document (PID) was approved by the Project Team in October 06. The PID defined:
- The scope of the project
- The business case
- The main products to be delivered, when, by whom, and how will they be quality controlled
- The governance in place to oversee the project along with staff roles and responsibilities
- Who is going to be impacted or has an interest in the project, what are their needs and how we are going to communicate with them and make sure they receive the training they require
- How risks and issues are logged, assessed and actioned
- Expected benefits

- A detailed Communications Plan has been created and approved by the Project Team. This includes a fortnightly FMS newsletter being produced and made available to all CBC staff on the intranet. To avoid miscommunication a communications log has been set up to record important emails and letters.
- A Data Migration Strategy has been created and approved by the Project Team. This covers what data is being migrated from existing systems and when.
- A series of workshops have been organised to agree the functionality requirements of the system modules and give training to key users. To ensure the FMS system meets CBC requirements the workshops include representation from affected departments.

THE FUTURE

1.4   In December 06:
- A Decommissioning Plan is due to be approved by the Project Team. This will cover decommissioning plans for existing systems, how access to historical data will be maintained, and business continuity plans should the go live date slip.
- A Statement of Requirements will be produced by Consilium. This will be approved by the Project Team and will include information gathered during the workshops.
- A Test FMS System will be set up according to the specification defined in the Statement of requirements.
- Business Process Plans will be approved by the Project Team. This will cover post go live processes, policies, staff roles and responsibilities, support and internal audit inspection processes.

1.5   In January 07 the Project Team are due to approve a Training Strategy which will cover who needs to be trained, what their needs are, and when/how this will happen.

1.6   In February 07:
- A Benefit Realisation Plan is due to be approved by the Project Team. This will identify benefits of the new system, how/when they will be monitored, who will be responsible and future benefit review meetings.
- Test Plans will be approved by the Project Team and User Acceptance Testing will take place. The FMS system is due to be signed off as 'fit for purpose' by the end of February.

1.7   During February and March staff training is due to take place.

1.8   On the 2nd April 07 the new FMS system will Go Live.

1.9   The Budget modelling module is not required to be used until the summer of 2007. Therefore Budget modelling training will take place around June 07.