Chorley Council

Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Overview and Scrutiny Performance Panel	23 July 2012

ICT TRANSFORMATION PROJECTS POSITION STATEMENT – MAY 2012

PURPOSE OF REPORT

1. To provide members with an overview of the transformation projects currently being delivered and an update on their progress.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. The ICT Transformation project position statement and programme plan are attached to this report. They provide an overview of the projects being delivered during 2012/13, as of May 2012. They are intended to both provide transparency of the ambitious programme of work, but also a tool for monitoring progress and understanding the capacity needs and dependencies between the projects.

Confidential report Please bold as appropriate	Yes	**No**

CORPORATE PRIORITIES

4. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities		Quality Community Services and Spaces	
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			✓

BACKGROUND

5. The ICT, Customer and Transformation team have a number of key projects due to be delivered during 2012/13. It is critical that these are supported by effective project documentation so that members and senior officers can be made aware of what these projects involve, who will be delivering them, key milestones and delivery timeframes.

Recognising the importance of and extent of the work involved in delivering this programme of work, capacity has been given to developing this position statement and working with ICT to monitor and support progress going forwards.

6. This will also enable the Transformation Strategy and Service Plans to clearly reflect what is happening on the ground and for staff involved to have a clearer appreciation of what their priorities are, where the inter-dependencies between projects exist and the timeframes for delivery.

POSITION STATEMENT AND PROGRAMME PLAN

7. The position statement provides an overview of each of the project, the key milestones, details of documentation in the plan, dependencies with other projects and finally a RAG (Red, Amber or Green) status to give an indication as to how the projects are progressing against plan.

8. The majority of the projects should already have in place more detailed project documentation which is being used to effectively manage and monitor project progress on a day to day basis. Where this was not in place in May, commitment has been given by the project managers that it would be developed shortly. Within the position statement this is referred to as a TID (Transactional Implementation Document).

9. The position statement was drafted in early May and already much has changed and progressed since then. In order to effectively maintain and monitor the position statement and progress against it, ICT are developing a project management tool in SharePoint which is estimated to be in place by the end of August.

10. The programme plan provides a visual representation of the timeline in which the programme is being delivered during 2012/13.

IMPLICATIONS OF REPORT

11. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area	✓	Policy and Communications	

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Rebecca Huddleston	5579	16/07/12	O&S Position Statement Report