

PROJECT OVERVIEW REPORT

| GMP RECONCILIATION | Report Date | Report No: |
|--|-------------|------------|
| Project team: Emma Mayall, Victoria Plackett, Georgia Ryan, John Carroll, Caroline Daniel | 19.03.2018 | 4 |

| PROJECT OBJECTIVES AND TIMESCALES | |
|-----------------------------------|---|
| Timeframe: | 1 February – 31 December 2018 |
| Objectives: | <ul style="list-style-type: none"> - For all member records and HMRC file entries to be reconciled in respect of GMP information - For all errors to be corrected |

| MILESTONES AND NEXT STEPS | | | |
|---|---|-----------------|---|
| Progress against recent key milestones and / or next steps | Deadline | Leading Officer | Status |
| Work stream 1 | DATA ANALYSIS AND PLANNING | | Georgia Ryan |
| | Testing and data analysis | 16 Jun 2017 | ✓ Achieved |
| | Decisions needed identified and log created | 23 Jun 2017 | ✓ Achieved |
| | Approach document formed | 30 Jun 2017 | ✓ Achieved |
| | Timelines confirmed and resource allocated | 30 Jun 2017 | ✓ Achieved |
| | Project meetings scheduled and carried out | 30 Jun 2017 | ✓ Achieved |
| | HMRC notified of our estimated timescales | 30 Jun 2017 | ✓ Achieved |
| | Folder protections and access levels put in place | 21 Jul 2017 | ✓ Achieved |
| | Procedure notes and guidance created | 28 Jul 2017 | ✓ Achieved |
| Work stream 2 | SRS (LEAVER FILE) RECONCILIATION | | John Carroll |
| | Baseline file created and unique references added | 7 Jul 2017 | ✓ Achieved |
| | Stage 1 queries worked on and issued | 31 Dec 2017 | ✓ Achieved |
| | Stage 2 queries worked on and issued | 30 Mar 2018 | ○ In progress |
| | Recalculations performed | 31 Aug 2018 | ○ In progress |
| | Replies dealt with | 31 Aug 2018 | Awaiting start |
| | Any follow-up tasks concluded | 30 Sep 2018 | Awaiting start |
| Work stream 3 | CLOSURE SCAN RECONCILIATION | | John Carroll |
| | Baseline file created and unique references added | 30 Sep 2017 | ✓ Achieved |
| | Stage 1 queries worked on and issued | 31 Dec 2017 | ✓ Achieved |
| | Stage 2 queries worked on and issued | 30 Apr 2018 | ○ In progress |
| | Recalculations performed | 30 Sep 2018 | ○ In progress |
| | Replies dealt with | 30 Sep 2018 | Awaiting start |
| | Any follow-up tasks concluded | 30 Sep 2018 | Awaiting start |
| Work stream 4 | FINAL RECONCILIATION AND SIGN OFF | | Georgia Ryan |
| | Reconciliation of SRS (leaver) file | 31 Oct 2018 | Awaiting start |
| | Reconciliation of Closure Scan file | 31 Nov 2018 | Awaiting start |
| | Internal Audit sign off | 31 Dec 2018 | Awaiting start |
| | | | |
| Issues/high level risks arising and their impacts on the project | 1. | Risk 4 | There is not enough resource to complete the work needed – would impact on our ability to meet the agreed deadlines, potential for errors / complaints / incorrect payments, impact on morale |
| | 2. | Risk 3 | Movement of resource to the project impacts on other workloads – would affect our ability to meet other targets, performance levels and project deadlines |
| | 3. | Risk 5 | Deadlines are missed - potential for additional work / errors / complaints / incorrect payments / incorrect liability being assigned, impact on morale |
| | | | |