APPENDIX 2

PROJECT OVERVIEW REPORT

MONTHLY POSTINGS AND I-CONNECT	Report Date	Report No:
Project team: Emma Mayall, Georgia Ryan, Tas Haque, John Carroll, Sarah Livesey	11/09/2018	2

PROJECT OBJECTIVES AND TIMESCALES

Timeframe:	01 August 2018 to 31 March 2020
Objectives:	- Implement I-Connect system in test service - Carry out UAT - Liaise with employers regarding roll out plans - Create training materials and documentation - Create communication and engagement strategy - Review contracts and ensure compliance

MILESTONES AND NEXT STEPS

Progress against recent key milestones and / or next steps		Deadline	Leading Officer	
Work stream 1	Implementation	31/12/2018	Tas Haque	
	Procurement	01/09/2018		
	Installation (TEST)	30/09/2018		
	Testing (UAT)	15/10/2018		
	Piloting	24/12/2018		
	Installation (LIVE)	31/12/2018		
Work stream 2	Training and communication		Mark Flannagan	
	Develop internal comms and training plan	31/12/2018		
	Develop employer comms and training plan	31/12/2018		
	Develop training materials	31/12/2018		
	Review information on employers website	TBC		
Work stream 3	Roll out		Sarah Livesey/Liam McKenna	
	Create a roll-out plan	30/11/2018		
	Gather required information from employers	31/12/2018		
	Carry out data matching for all employers	31/03/2020		
	On-board all employers	31/03/2020		
Work stream 4	Contributions and reconciliation		Victoria Plackett	
	Reconciliation strategy created and agreed with Audit	TBC		

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Work stream 5	Risk and audit		Georgia Ryan/ Stephen Budd	
	Risk log created	30/09/2018		
	Risk log maintained and reviewed regularly	Ongoing		
	DPIA	Ongoing		
Work stream 6	Policy and compliance		Emma Mayall/ Matthew Simensky	
	Review and amend PAS	TBC		
	Create escalation policy	TBC		
	Data sharing agreements	TBC		
	Process mapping (Adherence to GDPR)	TBC		
	EIA			
Work stream 7	Changes to working practices		John Carroll	
	Identify procedure changes required	31/10/2018		
	Document all new procedures	31/12/2018		
	Identify training requirements	31/12/2018		

ISSUES/HIGH LEVEL RISKS

Issues/high level risks arising and their impacts on the project	1	Resources are not in place at GMPF, Heywood or transitioning employers. This would cause delays on implementation.
	2	Lack of buy in from employers which could include people or financial resource. Difficulty in transitioning them from annual to monthlys. Risk that current processes need to be carried out for longer than planned requiring more GMPF resource.
	3	Incorrect benefits are paid as a result of incorrect data being submitted