

Resourcing and Governance Requirements to progress Outline Business Case

1.1 Resource Requirements

Estimate of Resources required would be:-

HSCM

- Project officer (internal secondment) – System specification, procurement, migration and implementation

incorporated in substantive roles:-

- Senior Responsible Officer
- Programme lead
- lead – process improvement, embed quality assurance framework
- lead – communication and engagement
- System support (including data cleansing) and training
- Project admin support
- Service champions during development, procurement, testing and implementation phases

There will be additional requirements for support from across all services areas to support testing, identify process improvements, efficiencies and to assist with implementation.

Council

- Senior ICT officer - advice for specification, involved in procurement process and tender award, advice for data mapping and migration, system support. Potential requirement for hardware configuration and support if option for a hosted system is selected.
- Process Improvement – Senior ICT Officer – estimate 14 days
- Procurement – support of procurement officer for advice & support for options appraisals (July to Sept 2024) and if approval to proceed the tender process to February 2025.
- Information Governance – support and guidance for data sharing agreements, records management and data cleansing throughout the project.

New system provider

- External support as necessary from system supplier and where necessary other suppliers for interfaces.

1.2 Project Management Arrangements

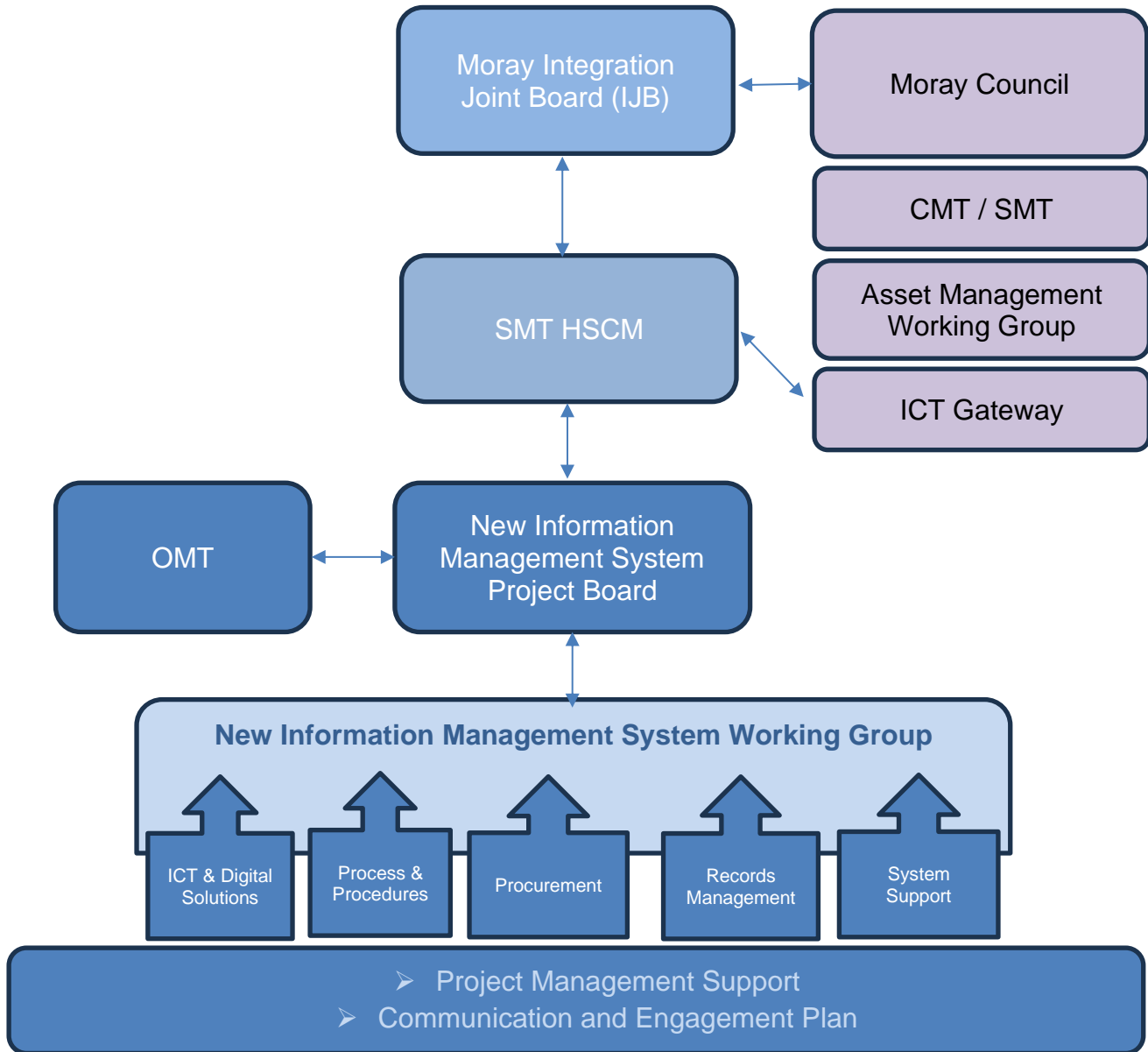
The project will be managed in accordance with HSCM and Moray Council procedures. A project manager will be appointed by Health and Social Care Moray from existing resources to progress the project to the business case.

A high-level outline project plan is in place and a more detailed plan is developed to Outline Business Case approval.

The timescales for procurement, project implementation and phasing of adoption by services will be determined once it is confirmed funding has been identified and option appraisals have informed decisions on type of system to be procured.

1.3 Project Reporting Structure

New Information Management System Project Governance



APPENDIX 3

Group	Purpose	Representing
Moray Integration Joint Board	Approve strategic objectives, scope, and principles of project	
Project Senior Responsible Officer	To lead project for HSCM Member of Senior Management Team	SMT
New Information Management System Board	<ol style="list-style-type: none"> 1. Managing the delivery of a new Information Management System for HSCM 2. Own the project plan 3. Represent the future users and providers of the project – agree and establish the quality standards 4. Maintain strategic alignment of project with IJB strategy 5. Resolve conflict 6. Manage: Risks/Assumptions/Dependencies/ Issues / Changes 7. Sign off – new ways of working 8. Benefit realisation 9. Quality assurance 10. Compliance with TMC “Gateway Policy” 	<p>SMT rep</p> <p>Children’s Services Service Man rep</p> <p>Adult Social Work Service Man rep</p> <p>Locality Man rep</p> <p>Justice Services Service Man</p> <p>Corporate Manager</p> <p>Information Governance rep</p> <p>Internal Audit Rep</p> <p>Project Administrator</p>
New Case Management System Working Group	<ol style="list-style-type: none"> 1. Develop and manage the project plan 2. Day to day management of the project 3. Ensure delivery of a new system that meets the identified objectives 4. Monitor Progress 5. Manage RADIC 6. Manage Service and Project Resources 7. Report to Project Board 8. Map Benefits 	<p>Core:</p> <p>Project manager</p> <p>ICT & Digital lead</p> <p>System Support</p> <p>Team Man Reps (C&F, Adult, Justice)</p> <p>Process & Procedure lead</p> <p>Communication and Engagement lead</p> <p>Project Administrator</p> <p>Advisors:</p> <p>Procurement officer</p> <p>Accountancy</p>

		HR & OD officer Information Governance lead
Service Design and specification	Representatives of services, and types of service, to help design the principles, standards and approach for implementation. To sign off agreed service specifications prior to procurement process.	Appropriate representation of teams and roles to ensure full coverage.

1.4 Arrangements for Risk Management

Risks to the overall project will be reported to and owned by the Project Board.

A project risk register has been established.

Risks to the relevant work streams will be identified, recorded and reported to the work stream lead who will provide updates and identify mitigations where applicable to the working group (or project manager if urgent) and these will be escalated to the Project Board as necessary.