

PROJECT: MODERN.GOV IMPLEMENTATION	
Senior Responsible Officer	Dan Perkins
Project Manager	Jonathan Evans
Project Commenced:	25.05.13
Reporting Period:	16.12.13 – 10.01.14
Go Live Date:	03.03.14

PROJECT STATUS		
Previous	CURRENT	Future
<input type="checkbox"/> Red	<input type="checkbox"/> Red	<input type="checkbox"/> Red
<input type="checkbox"/> Amber	<input type="checkbox"/> Amber	<input type="checkbox"/> Amber
<input checked="" type="checkbox"/> Green	<input checked="" type="checkbox"/> Green	<input checked="" type="checkbox"/> Green

PROJECT HIGHLIGHT REPORT: MODERN.GOV IMPLEMENTATION

This document briefly outlines the project highlights of the current reporting period, justifying the current red, amber and green status given by the Project Manager. The current overall status of the project, showing a reflection of progress to date based on the delivery planned milestones, risk/issue status. The below is a general guide to the different statuses:

R	The project is not progressing as planned. One or two key milestones have been missed, potentially leading to the project being in a state of exception (i.e. project tolerance in relation to time breached). There will be one or two risks with a red priority rating. Urgent corrective action will be required.
A	One or two minor milestones will have been missed, however this has no impact on planned timelines
G	The project is progressing as planned; there are no significant risks and/or issues threatening the project at this time.

PROJECT SUMMARY
<ol style="list-style-type: none"> 1. An extract (current view) of the Stellent data has been extracted and saved on the server by the E-Gov Team in preparation for import into Modern.Gov 2. A signed copy of the 3rd Party Access Agreement has been received by the Data Information Unit thus allowing employees of Modern Mindset access to the Stellent data located on the Server. A copy of the document is with the Data Information Unit. 3. A sample of the Stellent metadata and documents (not including exempt data) was forwarded to Modern Mindset for review. No concerns were raised. 4. A technical consultant from Modern Mindset has connected to the

server to start the process of importing the Stellent data into Modern.Gov. This is due to be completed by the 14th January in preparation for testing for quality and completeness by Jonathan Jones.

5. The training of the Democratic Services team is scheduled to commence on the 14th January.
6. The Modern.Gov application has been installed in the training room in preparation for the training. The users have also been created in the application in readiness.
7. Jonathan Evans, Paul Lewis & Jonathan Jones met on the 8th January to discuss the approach to the decommissioning of the Stellent application. To summarise:
 - a. Once the Stellent data has been imported into Modern.Gov it will be reviewed for completeness by Democratic Services.
 - b. Notice will be served on the current Stellent contract with Oracle once there is a confidence that the data has been successfully imported into Moder.Gov.
 - c. The Stellent data will be preserved on a Server with internal access if required. There are a number of options available in terms of how this will be achieved. This detail will become available on the forthcoming weeks.
8. Jonathan Evans received a verbal update from the Project Manager at Modern Mindset where activities continue to meet the March go-live date.

PROJECT MILESTONES

Milestone Number	Task Description	Status (RAG)	Start Date	Estimated Completion Date	Completion Date	% Complete	Comments
01	Tender Process - Award of Contract	G	25.05.13	01.11.13	01.11.13	100	
02	Project Kick-off Meeting	G	15.11.13	15.11.13	15.11.13	100	
03	Commission Hardware	G	16.11.13	21.11.13	21.11.13	100	
04	Application Install	G	04.12.13	04.12.13	04.12.13	100	
05	Website Integration		12.01.14	03.02.14		50	MM are currently progressing
06	Stellent	A	02.12.13	14.01.14		80	Migration

	Document Migration						nearing completion
07	User Training for Democratic Services at CCBC	A	14.01.14	16.01.14			
08	Data Configuration		15.01.14	31.01.14			Awaiting confirmation of dates from Modern Mindset
09	Members Portal Integration		03.02.14	24.02.14			

KEY

R	Task is late and threatens go live. Insert re-scheduled date in re-forecast column.
A	Task is underway but not yet completed. If late, but not critical, insert re-scheduled date in re-forecast column.
G	Task has completed.
	Task is not yet scheduled to commence.

STATUS

ITEMS OVERDUE OR THREATENED

As the implementation phase project is in its infancy there are no items overdue or threatened

ITEMS COMPLETED SINCE LAST REPORT

1. No issues were raised during an assessment of the Stellant sample file.
2. Signed copy of the Standard Data Processor Agreement returned.
3. Preparation of the training room in Tredomen House.
4. Training dates have been confirmed, commencing on the 14th January.
5. Meeting took place (detail in the Project Summary section above) to discuss options around availability of Stellant data post

go-live of Modern.Gov.

- Jonathan Evans met with members of the E-Government Team to discuss integration with the Members Portal. Integration will be complete for Modern.Gov go-live.

ACTIONS FOR COMING WEEK		
ACTION	OWNER	DUE DATE
Jonathan Evans to finalise draft of PID	Jonathan Evans	17.01.14
Democratic Services Team to attend Modern.Gov training	Jonathan Jones	16.01.14
Test Stellent data import into Modern.Gov for quality and completeness	Jonathan Jones	20.01.14
Intranet branding to be agreed	Jonathan Evans	17.01.14
Modern Mindset to be sent intranet branding	Jonathan Evans	17.01.14
Installation of Modern.Gov within Democratic Services	Jonathan Evans	17.01.14

RESOURCE SUMMARY

The project organisation is structured in the following way:

Project Board

Dan Perkins (Executive)
Jonathan Jones (Senior User)
Paul Lewis (Supplier)

Project Team

Jonathan Evans (Project manager)
Karl Sansom (ICT)
Shaun Sansom (ICT)
Helen Morgan (Democratic Services)

NEW RISKS

KEY RISKS/ISSUES				
ID/Status	Description	Actions to Mitigate/Resolve	Owner	Due Date
01	No new risks or issues have been logged			