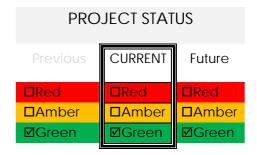
PROJECT: MODERN.GOV IMPLEMENTATION				
Senior Responsible Officer	Dan Perkins			
Project Manager	Jonathan Evans			
Project Commenced:	25.05.13			
Reporting Period:	16.12.13 - 10.01.14			
Go Live Date:	03.03.14			



### PROJECT 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:

- 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**

- 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 3<sup>rd</sup> 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 14<sup>th</sup> 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 14<sup>th</sup> 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 8<sup>th</sup> 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 golive date.

Milestone Number	Task Descriptio	Status (RAG)	Start Date	Estimat ed	Compl etion	% Compl	Commen ts
	n			Compl	Date	ete	
				etion			
				Date			
	Tender						
01	Process -	G	25.05.13	01.11.13	01.11.13	100	
01	Award of	U	20.00.10	01.11.13	01.11.15	100	
	Contract						
	Project						
02	Kick-off	G	15.11.13	15.11.13	15.11.13	100	
	Meeting						
03	Commissio	G	16.11.13	21.11.13	21.11.13	100	
	n Hardware						
04	Application Install	G	04.12.13	04.12.13	04.12.13	100	
	Website						MM are
05	Integration		12.01.14	03.02.14		50	currently progressing
06	Stellent	А	02.12.13	14.01.14		80	Migration

#### PROJECT MILESTONES

Appendix 1

Highlight Report

### Project Name: Modern.Gov Implementation

	Document Migration					nearing completio n
07	User Training for Democrati c Services at CCBC	A	14.01.14	16.01.14		
08	Data Configurati on		15.01.14	31.01.14		Awaiting confirmatio n 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.
А	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 Stellent 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 14<sup>th</sup> January.
- 5. Meeting took place (detail in the Project Summary section above) to discuss options around availability of Stellent data post

go-live of Modern.Gov.

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

### 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/Statu s	Description	Actions to Mitigate/Resolve	Owner	Due Date			
01	No new risks or issues have been logged						