

PMA Project Plan – Key work packages

These are the key work packages which will take place to deliver the changes for improvement to our processes, data plus benefits from a user perspective.

Work Package	Success Factors	Timescales	Benefits and Return on Investment
Establishment of the Project Team	<p>Having dedicated resources in place to deliver the work packages</p> <p>Early identification of resource requirements from BAU teams</p> <p>Clarity of funding required for the Project</p> <p>Focused skills and resource for delivery to the Project Timeline</p>	June to August 2016	<p>Timely delivery to plan of the work packages – right resource with relevant skills and capacity</p> <p>Expert skills to deliver training to existing personnel for resilience</p> <p>Expertise to ensure work packages implemented to meet the customer and service requirements</p> <p>Ability to develop, change and enhance the requirements based on years of experience</p>

Work Package	Success Factors	Timescales	Benefits and Return on Investment
Develop a robust Comms Strategy	<p>Clear plan agreed with Media and Comms</p> <p>Scheduled activity for Project manager</p> <p>Variety of methods for broad reaching engagement</p>	May to July 2016	
Write and launch a Performance Framework for the Service		May to July 2016	
Carry out Proof of Concept trails for market products		May to July 2016	
Re-Introduce Quality Assurance within the R&I strand business as usual work		May to July 2016	

Work Package	Success Factors	Timescales	Benefits and Return on Investment
<p>Consultancy advise on the Data Architecture</p>	<p>To ensure we have the correct infrastructure in place for the product to be successful</p> <p>To seek expert advice on the best architecture which will:</p> <ul style="list-style-type: none"> • enable 24/7, instant access to all HFRS data • give consideration to Data Protection and Regulations • give thought to future proofing for ICT development • Consider Data Sharing opportunities • Ensure we are 'set up for success' with the changes resulting from the ICT Transformation Project e.g. moving databases rom HCC Servers, Access to SAP data 	<p>June 2016</p>	<p>Holistic savings by ensuring we do not procure hardware unnecessarily so;</p> <p>Ensuring the architecture will fit the product for successful implementation without additional resource and funds being required</p>

Work Package	Success Factors	Timescales	Benefits and Return on Investment
Product Specification – hire of expertise	<p>Robust document to ensure the tender process is fair</p> <p>The customer requirements are truly reflected to ensure the right product is procured</p> <p>Preventing the need for future funds and resource, or extension to the project as a result of key areas not being incorporated or articulated effectively enough</p>	June to July 2016	The right product for success
Data Quality	<p>Automation of data cleansing</p> <p>Cleaner more accurate data for trusted reporting</p>	August 2016 to December 2017	
Procurement Process		August 2016 to September 2017	
Develop Training Materials and User Guidance		October 2016	

Work Package	Success Factors	Timescales	Benefits and Return on Investment
Implementation including : <ul style="list-style-type: none"> • delivery in an iterative approach • cross map to existing system to quality assure data integration • training for end users 		November 2016 to December 2017	
Training of KM Team for resilience post implementation		November 2016 to February 2017	
Evaluation		March 2017 onwards	