PROGRESS REPORT (Summary)

1 May to 10 June 2003

Project Update

Project plan
The Project Teams at both NIAB and Guildford are concerned about being able to meet the “go-live” date of 1 August 2003. There are some options that the Team wish to discuss with Board members including registering and enrolling from 1 August 2003 but having applications available later in the month as it will take at least a week for Users to received their UserId.

Issues still surround OeE and their provision of the necessary information to enable our teams to progress within our timescales. Although three meetings were held in May to progress matters, it has sometimes been difficult to extract details from OeE staff. A new version of Government Gateway software (version 1.6.3) was released at the end of April 2003 (around 4 months later than originally planned). Payment engine software was available for testing in March but we were not yet in a position to do so. However, it turns out this software was not compatible with the latest version of the GG. Payment Engine debit and credit card facilities will now only be available to test until late July 2003. From discussions with the Project Team yesterday there are three options available including invoking a contingency which will be expanded upon at the Project Board.

Development of applications
A first version of most of the applications has been completed. The developer came to Cambridge on 2 June to meet with Users and address some initial concerns. Users will be going down to Guildford to work alongside the developer to provide direct feedback in the coming month.

Testing
As the project approaches the testing phase, discussions have been taking place about the approach to adopt with regard testing. Depending on decisions regarding “go live” dates, there are various options for carrying out testing which will be discussed with the Project Board. The agreed recommendation from the Team Leaders at PVS and Guildford is that System testing and User testing are kept separate. However, in order to meet timescales, a concentrated effort may need to be made within a short space of time depending on availability of resource.

REFLEX Analysis, development and costs
The Analyst and Reflex Team Leader have been working hard on PBR/NL analysis although progress has not been as planned. This was because as developers started their work on Enforcement and Seed Certification, it was evident that some of the analysis was incorrect. This took a substantial amount of time away from REFLEX work. In addition, issues have arisen concerning some legacy data and an unexpected and unplanned for period of 15 days effort was required to map PBR/NL data to Seed Cert data.
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The Project Team have been considering the implications of the latest estimates of time required to complete PBR/NL analysis (which are substantially higher than originally estimated and potentially have severe budgetary implications for completion of the project). The Project Manager, ITD Senior Supplier and Team Leaders at Guildford held an urgent meeting to identify and discuss options for the Project Board to consider.

(i) Continue with detailed analysis (as was done for Seed Certification) will require a further 113 days effort;
(ii) Identify key areas of analysis to be finished in details e.g. applications, Finance and Gazette and then adopt approach of doing analysis as system is developed (RAD approach);
(iii) As (ii) and send a User to work alongside developers on average about two days a week until development has been completed.

Finance
Quotes from Delta have not yet been received because final figures for Delta staff have yet to be agreed. Depending on the approach adopted for the completion of the REFLEX project, the costs have yet to be determined. Audit papers are being prepared and there will be an internal audit of finances in the week beginning 9 June 2003.

Helpdesk/Customer support
Karen Older has written a paper on Helpdesk/Call Centre/Customer support. A meeting was held on Friday 6 June 2003 to find a way forward. Jon Dix will discuss at the Project Board.

Hardware procurement
The DIS Lites should have now arrived at Guildford and will be installed today. The boxes will be tested at Guildford initially (mimicking the live environment) before being transferred to NIAB for User testing. NIAB have completed the main part of the Technical Architecture document There are a couple of sections that require completion with other members of the ESP Project Team.

Industrial Partners and Phase One of Seed Certification
The Senior User at NIAB and I went through the various components of Phase One and have determined what NIAB needs to enter on ESP if partners are only submitting some of their data over the new system.

Benefits Realisation Plan
This is being fleshed out and savings have been discussed Three responses from Industry on costs savings have been received. Alternative approaches may have to be considered to obtain further information.

Kay Williams Project Manager