

Life Events Project Status Report



Project Name	Life Events	Project Manager	Graham Sayers (Meritec)
Project Stage	Initiation - Shape & Plan	Project Lead	Frances Cartwright (SSDC)
Date	21/02/2011	Executive Sponsor	Strategic Advisory Board

Section 1: SUMMARY STATUS

Costs	Benefits	Deliverables	Resources	Risks	Issues
G	G	G	G	G	G

Section 2: BUDGETS & COSTS

Approved Budget	Spend to Date	Forecast Spend	Variance
£ 71,400.00	£ 17,237.50	£ 71,400.00	£ 54,162.50
Commentary £35,000 I&EP WM Funding + £36,400 Partnership Reserves			

Section 3: PROGRESS SUMMARY

- A. Summary: CSA information gathering and mapping underway; Champions workshops planned; DWP training & implementation planning underway; Go Live date changed to 30/06/2011 via DWP.
- B. Work Completed: Project roadmap issued with key dates highlighted; Current State Analysis responses discussed with all partners and process mapping to date viewed; Presentation given on issues to consider for the "TO BE" position to be developed; Programme Office access given to Champions & Project Board; Consultants meeting with Stoke registrars on 18/02/2011.
- C. Work In Progress: Further request for additional CSA material required issued; Further detailed mapping of processes being worked on; Chasing up missing CSA information; Plan future workshop sessions content and approach; Liaison with DWP implementation team on training plans & timescale.
- D. Work Due: Consultants meeting with SCC Registrars 22/02/2011 to discuss procedures; Ongoing discussions and preliminary mapping of "to be" options; Identify timescales and vision for the project delivery; Secure Initial engagement with

Section 4: ITEMS REQUIRING SAB ATTENTION

N/A

Section 5: PROJECT PLAN

Life Events Project	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	RAG
Obtain Resource	<input type="checkbox"/> Project Board	<input type="checkbox"/> Project Team - Communications	<input type="checkbox"/> Project Team - Improvement Champions									☺
		△ Project Team - ICT										☹
			△ Project Management / Transformation Facilitator									☹
Baseline				○ Record current demand for service	○ Document measures used							☺
						○ Process Maps / CJM / Certificate Req						☹
						○ Service Constratins						☹
Redesign							○ Predict Demand					☺
							○ Remove Waste/Failure					☺
							○ Create Measures					☹
							○ Map Process					☹
							○ Challenge Redesign					☹
							○ Create Consistent Service					☹
Implement								○ Implement Redesigned Service				☺
								○ Training				☺
								○ Go-Live / Service Launch				☹

Key to symbols

Original Milestone



Latest Forecast



Completed



Key to RAG status

Milestones on target

Date at risk, but plan in place to resolve

Milestone missed/no plan to resolve/no information

