

BRIEFING NOTE

TO: Corporate Services Scrutiny and Performance Panel – Revenues and Benefits Working Group

DATE: 8 February 2006

RE: Revenues and Benefits EDMS Project Update

Purpose of Briefing Note

To report on the progress of the Revenues and Benefits EDMS project.

Project Manager's Summary

- Project is on schedule and within tolerance
- No exceptions to report

Achievements since 1 December

Milestone / Deliverable achieved	Status ¹	Planned	Actual	Comments
Generate Business Case	CS	10.11.06	10.11.06	On target
PID created	CS	1.12.06	01.12.06	On target
Project Plan created	CS	1.12.06	1.12.06	On target
Project funding agreed	CS	15.11.06	15.11.06	On target
Risk register created	CS	1.12.06	1.12.06	On target
Procurement and Project management expertise procured	CS	29.11.06	29.11.06	On target
Council Tax 'as is' workshop	CS	18.12.06	18.12.06	On target
NNDR Tax 'as is' workshop	CS	18.12.06	18.12.06	On target
Benefits Tax 'as is' workshop	CS	19.12.06	19.12.06	On target
Sign off Business Case	CS	15.12.06	10.01.07	On target
Agree Hardware available from CACI project	CS	15.12.07	15.12.07	On target
Agree resource for project team	CS	15.12.06	15.12.06	On target
Risk register review	CS	10.01.07	10.01.07	On target
Project initiation meeting	CS	10.01.07	10.01.07	On target
Write ITT	CS	08.12.06	08.12.06	On target
Identify potential suppliers	CS	18.12.06	18.12.06	On target
Send out ITT	CS	18.12.06	18.12.06	On target
Define evaluation model	CS	08.12.06	08.12.06	On target
On site demonstration	CS	04.01.07	04.01.07	On target
Project kick off in term of first pass plan	CS	10.01.07	10.01.07	On target

Planning and implementation of scanning room	CS	22.01.07	22.01.07	On target
Receive back tenders and evaluate	CL	29.12.06	29.12.06	On target
Select preferred suppliers	CL	22.01.07	22.01.07	Clarification questions delayed decision

¹ NS = Not started, IP = In Progress, OD = Overdue, CS = Completed (on schedule) CL = Completed (Late), X = No longer required

Key Activities & Deliverables for January period

- i. Determine back scanning approach
- ii. Negotiate service to be provided
- iii. Issue letter of intent/order to supplier
- iv. Negotiate contract and sign off
- v. Second pass plan with chosen supplier
- vi. Install scanners
- vii. Agree equalities monitoring arrangements

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