Project Briefing

Project identifier			
[1a] Unique Project Identifier	<A unique project number will travel with the project, and will incorporate a Department lead, within. Will be generated via Project Vision by CPO after CPB>	**[1b] Departmental Reference Number**	N/A
[2] Core Project Name	Social Care Case Management System		
[3] Programme Affiliation *(if applicable)*	Not applicable		

Ownership	
[4] Chief Officer has signed off on this document	Andrew Carter (Director DCCS) 3/2/2021
[5] Senior Responsible Officer	Chris Pelham (Assistant Director)
[6] Project Manager	Sarah Greenwood, Commissioning Manager

Description and purpose
[7] Project Description
IT system designed to manage the caseload for children and adults supported through the DCCS's children and Families Team, Education and Early Years Team and Adults Social Care Team
[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?
The contract for the current IT system is due to expire in October 2022
[9] What is the link to the City of London Corporate plan outcomes?
[1] People are safe and feel safe.   [2] People enjoy good health and wellbeing.   [3] People have equal opportunities to enrich their lives and those of others and reach their full potential.
[10] What is the link to the departmental business plan objectives?
Safe - People of all ages and all backgrounds live in safe communities, our homes are safe and well maintained and our estates are protected from harm   **Potential -** People of all ages are prepared to flourish in a rapidly changing world through exceptional education, cultural and creative learning and skills which link to the world of work   **Independence, Involvement and Choice -** People of all ages can live independently, play a role in their communities and exercise choice over their services   **Health and Wellbeing -** People of all ages enjoy good mental and physical health and wellbeing   The social care case management system enables service users to have joined up services because all professionals can access care records (including social care workers, mental health professions, virtual school head and out of hours social work teams), users can input into their care, and the city can use the information and statistics to plan services.

[11] Note all which apply:					
Officer:	Y	**Member:**	N	**Corporate:**	N

Project developed from Officer initiation		Project developed from Member initiation		Project developed as a large scale Corporate initiative	
Mandatory: Compliance with legislation, policy and audit	Y	**Sustainability:** Essential for business continuity	Y	**Improvement:** New opportunity/ idea that leads to improvement	N

Project Benchmarking:
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?

1) The system meets statutory requirements and identified good practice

2) Safe and professional experience for service users and carers with co-ordination of all records in relation to a service user or carer and their family

3) Accurate reporting of performance and budget trends

[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)
Savings as a result of considering combined services/contracts

[14] What is the expected delivery cost of this project (range values)[£]?

Lower Range estimate: £300k (revenue costs, the inclusion of the Resource Allocation System (currently a separate contract) but limited capital input if current provider the successful bidder).

Upper Range estimate: £450k (based on the previous tender capital costs, revenue costs, project management/migration costs and additional functionality developed in the 5 years since the last contract including interface functionality with other systems including NHS, the inclusion of the Resource Allocation System (currently a separate contract).

Current contract costs:

	At Completion
Capital Costs	
System Capital costs	£ 59,000
Project management /migration	£ 84,600
Revenue Costs	
System revenue costs (5 years)	£212,500
Resource Allocation System total	£100,000
Total	£456,100

[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:
Included within 14 above
[16] What are the expected sources of funding for this project?
Revenue: Annual hosting and maintenance costs of approx £62k confirmed within current local risk budget
Potential capital costs of up to £ 150k to be sought during annual capital bid round
[17] What is the expected delivery timeframe for this project (range values)?

Are there any deadlines which must be met (e.g. statutory obligations)?
- Lower Range estimate: contract start – March 2022 – to allow for a 6 month contract negotiation/data migration and mobilisation period - existing contract expires on 30th September 2022

Project Impact:

[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?
Not implementing a replacement social care case management system would mean the City could not discharge its statutory functions – this could lead to safeguarding risks and reputational risks

[19] Who has been actively consulted to develop this project to this stage?	
Chamberlains: Finance	Officer Name: Mark Jarvis
Chamberlains: Procurement	Officer Name: Kayleigh Rippe (Proc Ops)
IT	Officer Name: Matt Cox (Business Partner). Other IT resources to be allocated after Opportunity Outline Submitted
HR	Officer Name: N/A
Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
External	N/A

[20] Is this project being delivered internally on behalf of another department?	
No	
Client	Department: N/A
Supplier	Department: N/A
Supplier	Department: N/A
Project Design Manager	Department: N/A
Design/Delivery handover to Supplier	Gateway stage: N/A