FINANCIAL MANAGEMENT SYSTEM REPLACEMENT PROJECT

Document Title: **PROJECT SCOPE**

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CHANGE HISTORY

For ease of control all initially agreed documents will become V.1 subsequent document changes will follow V.1.1, V1.2 until authorized, then will assume the V.2 status.

VERSION CONTROL

Date	Version	Author	Authority (Name)	Reason for Change
24/2/06	1.3	J Draper	P Steed	Initial draft release
14/3/06	1.4	J Draper	J Lornie	Clarify
21/3/06	1.5	J Draper	Project Team and CM	Clarification
21/3/06	1.6	J Draper	CM	Clarification
28/3/06	1.7	J Draper	SA	Clarification
29/3/06	1.8	J Draper		Additions
11/4/06	1.9	J Draper	TW/SA	Revision
	1.10-1.17.1	J Draper	SA/TW/Project Board	Revison

DOCUMENT APPROVALS

This document requires the following approvals.

Signed approval forms are filed in the Management section of the programme files.

Name	Role
Peter Steed	Project Board Executive
Jan Draper	Vacant
TBC	Directorates
TBC	Project Board
TBC	User Representatives

INTRODUCTION

The purpose of this document is to describe the overall objectives of the project based on the original Business Case. The second part of the document will outline the scope which explains how the objectives will be achieved within this project.

The document is critical to the project as it forms the basis on which the Business Requirements specification can be written. The Business Requirements and the Scope form the basis of the ITT (Invitation To Tender) which is key to the negotiation of the contract. Therefore it is important that what is written in scope is reflected in the Requirements Document, and that the scope fully encompasses all our project requirements in terms of evaluation and procurement, as we cannot bring any additions into the scope once we are in the tender process.

Having clear objectives and understanding of the expected benefits will provide a framework for managing the project and people expectations. Where activities have been considered outside of the scope these have been documented for clarification and maintaining focus on our overall objectives. It may be necessary to refine the scope throughout the project but it will not be possible to add to it. Any changes to the scope will be subject to formal change control including an impact and risk assessment prior to authorisation by the Project Board.

The document will be authorised by the Project Board and relevant interested parties and will be a key driver to managing expectation and encouraging collaborative communication to implementing this project.

CORPORATE OBJECTIVES

1. To implement a Financial Management System (the system), whereby current systems and processes will be simplified to achieve an efficient and effective delivery of financial information to the Council[1], it's customers and ongoing development of partnership working.

2. The system will deliver accurate relevant and flexible reporting.

3. The availability of the system must meet the demands of the Council, its customers and appropriate Partners and Suppliers.

4. The system must provide relevant security measures to enable access to the systems in line with demand without risk to confidentiality or integrity.

5. The project will provide relevant key line of enquiry to assist in meeting the higher levels of excellence defined in the current CPA report.

6. The system must adhere to the national agenda and other regulatory bodies for accounting practices including those defined within the CYC Financial Regulations.

7. The system must have the ability to be adaptable and flexible to support the long term changes influenced by regulatory, corporate and business changes.

8. To assist with the unifying of the Financial Management operations across the authority by delivering streamlined processes and systems.

9. To support the performance management needs of the organisation by the of capture statistical data to allow key indicators to be set, monitored and improved year on year.

10. The system need to be reliable, scaleable and robust to meet an increasing demand for change from both external and Corporate needs.

11. The system will meet the requirements set out in the ITT Technical and Standard requirements Policy and in line with the corporate IT Strategy.

12. The system will be consistent with the Councils E-Procurement Strategy

13. The system will deliver intuitive and user friendly front end. To maintain data integrity and confidentiality within the Council the system must be compliant with Data Protection and Security regulations and standard policies and practices.

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[1] Assumes those that are users of or recipients of Financial Management Information

PROJECT SCOPE

The main scope of the project will be to evaluate and procure a replacement Financial Management System which can be fully integrated with existing systems and user base, with capacity for expansion. Specific modules are summarised in Annex 1.   To ensure that the project delivers a system which is fit for purpose and meets the Business Objectives there are a number of deliverables which the project will cover, these are detailed below:

- o In order to support the ongoing development of the system and growth of the council the supplier will provide a design which will meet the demands of the council and customers, for functionality, reliability, scalability and availability. This will include the delivery of systems to all sites to provide access to the Financial Management System.

- o The project will consider the benefits of a managed or alternative service to provide a cost effective solution.

- o The project will review all new, existing and potential FMS interfaces (manual and system based), and evaluate and propose cost effective solutions for integration and streamlining of processes. Proposals will consider the benefits of new technologies and automation where appropriate. The system implementation will include the implementation of agreed interfaces between FMS and back office systems.

- o To identify reporting requirements across the directorate for Strategic, Corporate and Management information within the FMS User Community. To include the evaluation of the delivery methods and the tools available to deliver flexible 'online' reporting in line with the objectives.

- o **Excluded:**   The evaluation of reporting tools for corporate use across multiple systems.

- o The scope will include a simple assessment of any available Payroll module incorporated in the FMS solution. It is recognised that there will be no evaluation criteria, demonstrations or any high level requirements documented. The Payroll requirements will be written at the time the Payroll Project is authorised.

- o To identify the E-Procurement requirements, evaluate solutions and make recommendations. The E-Procurement solution will need to integrate to the replacement FMS but will not be dependent on an available integrated module.

- o A number of key performance indicators will be captured within the FMS to demonstrate how the council will use FMS to assist with the improvement of Performance Management.

- o **Excluded:**   The setting of Key Performance indicators for reporting of Performance Management will be a separate business exercise.

- o **Excluded:** The integration to any existing Performance Management System.

- o Based on the Gershon Model the identification and analysis of the Return of Investment based on efficiency savings will be completed. Subject to Project Board approval savings may generate funding for further efficiencies.

- o Business process re-engineering will be included in the scope of the project so that business processes are improved to maximise the benefits of the new system. This is a significant area of work and will require further scope, however, the system procurement will explore suppliers capability to offer BPR services as part of the system implementation

- o **Excluded:** The scope will not include any management responsibilities to undertake reviews of supporting roles and responsibilities that are as a result of any Business Process Re-engineering activity. This work will be supported and directed by the Project Board.

- o Procurement of hardware, software and services, e.g. implementation, migration, integration, customisation, training and supplier project management, is included in the scope.

- o A phased implementation (to be determined) is in the scope of the project.

ANNEX 1

Priority Essential/Desirable	FINANCIAL MANAGEMENT SYSTEM		Funding	Scope
	Description			
E	General Ledger		Bid	Yes
E	Creditors Module –includes payment of invoices		Bid	Yes
E	Debtors Module		Bid	Yes
E	An FMS system that meets all statutory and management reporting module across all modules		Bid	Yes
E	Provision of a reporting tool (s) to deliver the management reporting requirements		Bid	Yes
E	Bank Reconciliation Module		Bid	Yes
D	Internal Charging Module		None	Yes
D	Debtors County Court recovery solution		None	Yes
E	Cash receipting system to include processing of miscellaneous income (b stubs) . Plus Integration with all other CYC applications		None	Yes
E	Purchase Orders Module		Bid	Yes
	Interfaces			
E	Interfaces and integration to new and existing systems. A total of 17 interfaces exists: Integration costs to replace existing process. Review and recommend changes.		None	Yes
E	Integration with Anite @work DMS system or an embedded DMS solution		None	Yes
	Integrated Workflow solutions (Expectation this is incorporated into the system)		Bid	Yes
	E-Procurement			
E	Implementation of E-Purchasing (Purchase to Pay P2P)		Bid	Yes
E	Purchasing cards (Payments)		None	Yes
E	E-Market Place		None	Yes (no impact to FMS
E	E-Catalogue Module		None	Yes (no impact to FMS)
D	E-Auctions		None	Yes (no impact to FMS)
	Services			
	Provision of Managed Services – review		None	Yes
E	Business process Re-engineering		None	Yes

Priority Essential/Desirable	FINANCIAL MANAGEMENT SYSTEM Description	Funding	Scope
E	Training Services	Bid	Yes
E	Project Management	Bid	Yes
E	Implementation Services	Bid	Yes
E	Support Services	Bid	Yes