



HR-R-043	04/02/11	Marilyn Summers	Pauline Stuchfield	iTrent - The Project Manager with leave the authority on Friday 25th February. Risk to continuity of project implementation and impact on timescales for 'Go Live' in June for payroll run. In addition, the restructuring within the Business Change and Performance Team will lead to a change in personnel from that team, this may impact on timescales and workflows.	R 23	Identify and recruit alternative Project Manager as a matter of urgency.  A transitional arrangement is being agreed by the Business Change and Performance Manager (BCPM) and the Business Change and Performance Analysts (BCPAs) to ensure that key areas of work continue and timescales are met.	A 19	CVs to be sought from potential candidates with iTrent experience.	In the interim period Midland has offered additional Project Manager time to ensure that timescales for 'Go Live' are not jeopardised. Midland HR PM (VAS) currently completing both roles until a client PM is appointed. Interviews have taken place with one candidate through to second stage. It is anticipated that this person will be in post around 11th April.	23/03/11	Open
HR-R-044	24/02/11	Paul Forrest	Pauline Stuchfield	iTrent - Information for the structures is supplied but incorrect, meaning empty positions left in the new stucture once all stadd matched and loaded in.	A 16	Nick Carter has been assigned from 11th March for two weeks to ensure this information is provided.	Y 11	Nick Carter consolidating information to provide to Paul Forrest to update the system accordingly.	As of 23rd March 2011 this work is still ongoing but will need to be completed by Friday 25th March to avoid any additional work.	23/03/11	Open
HR-R-045		Marilyn Summers	Pauline Stuchfield	iTrent - There is a requirement to ensure an interface between FMS and iTrent.	A 19	Work with Midland to identify the best technical solution.	Y 13	Work with Midland to identify the best technical solution.	MidlandHR meeting with CYC Accountants Thursday 31st March 2011 to agree technical solution.	23/03/11	Open
HR-R-046		Marilyn Summers	Pauline Stuchfield	iTrent - There is a requirement for effective communication across all parts of the organisation to ensure all staff are aware of impact of implementation of iTrent.	A 19	A Communication and Engagement Strategy is in place. A representative from the Communications Team now sits on the iTrent Project Board.	Y 13	Detailed communications plan drawn up.	Presentation to CLG 25th March 2011.	23/03/11	Open

<b>Workstream</b>	<b>Code</b>
Programme	PR
Customer Service	CS
Adult Social Care	AS
Housing	HG
HR	HR
ICT	IT
Neighbourhood Services	NS
Property Services	PS
Procurement	PC
Organisational Review	OR
Income Collection	IC

**Impact**

Catastrophic	17	22	23	24	25
Major	12	18	19	20	21
Moderate	6	13	14	15	16
Minor	2	8	9	10	11
Insignificant	1	3	4	5	7
	Remote	Unlikely	Possible	Probable	Highly Probable

**Likelihood**

**Colour**

**Score**

**Assessment**

	1-5	Very Low (tolerate)
	6-10	Low (tolerate)
	11-15	Medium (tolerate)
	16-20	High (treat)
	21-25	Critical (treat)

## **Required Action**

Periodic passive monitoring

Regular monitoring

Frequent monitoring

Constant monitoring, action plan and measures to be put in place to reduce exposure

Requires immediate action