Forms and Workflow – Timeline

Jul-Sep 2022	Oct-Dec 2022	Jan-Mar 2023	Apr-Jun 2023	Jul-Sep 2023	Oct-Dec 2023	Jan-Mar 2024	Apr-Jun 2024

PROJECT SETUP — Nov 22 – Jan 22

**QUICK LIMITED WINS — 3 Forms ⭐ — Nov 22 - Jan 22

SCOPING AND DISCOVERY — 20 Forms — Feb 23 – Jun 23

CONFIGURATION — May 23 - Jul 23

USER ACCEPTANCE TESTING — ⭐ — Aug 23 – Nov 23

TRAINING — Nov 23 - Jun 24

REPORT CONVERSION AND TESTING — E.g., 68 Reports — Nov 23 - Jun 24

⭐ Key Events

Go Live — ⭐ — Jun 24
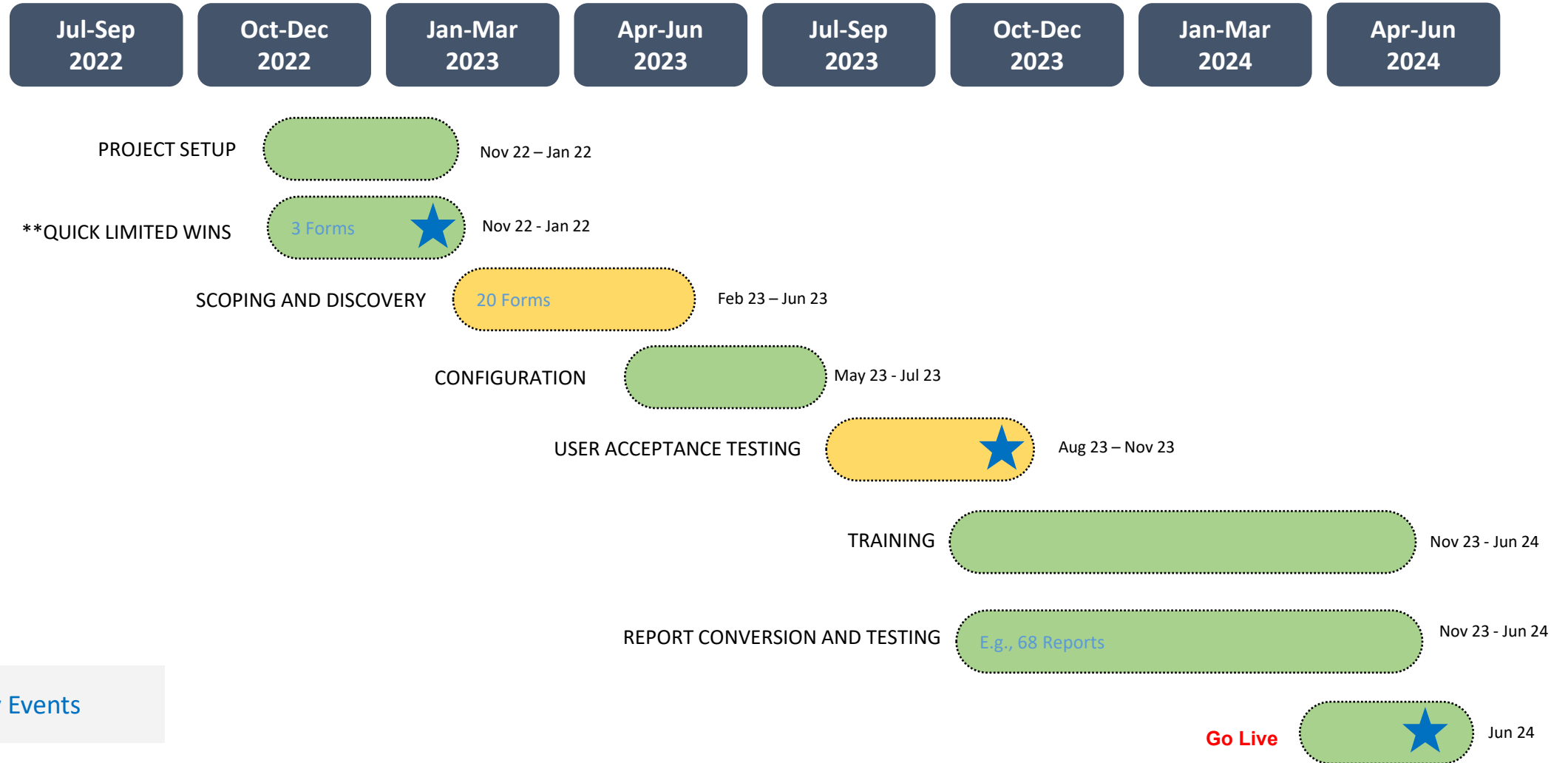
Jan 2022 – Quick Limited wins on 3 forms**
Nov 2023 – Report Analysis & Impact known
Jun 2024 - Go Live

The Approach

Project setup (1 Project Manager and 1 Project Support Officer £124,344)

- Project manage to ensure deadlines met, project on time and managing costs.
- Organisation and coordination of all engagement comms
- Coordinate and smart scheduling the form scoping and discovery & User Acceptance Testing workshops
- Write & present papers for boards

Scoping and discovery workshops (4 System Analysts £583,000, 1 Business Intelligence resource £41,340)

- Specify the simplified forms. essential that it has the **full engagement of nominated users** in Children's Services and the Performance and Business Intelligence Team,
- facilitated by a lead analyst in the project team.
- Work smart at this stage to minimise the amount of reports requiring conversion.
- Senior technical lead (systems team) will be at all workshops to provide challenge and **sign off** on the form proposals.

Forms configuration (continue to use 4 System Analysts)

- To configure the full suite of forms, test thoroughly and **go live with all forms together**.

User acceptance testing of forms (continue to use 4 System Analysts)

- **Engagement of nominated users** in Children's Services will be expected to support robust user acceptance testing.
- These sessions will be organised and coordinated by the project manager/Project Support Officer.
- System Analysts to amend Mosaic forms following testing

Report conversion and testing (6 SQL Database Report Writers £954,000)

- Could be a significant amount of work to convert reports from new forms – but aim is to work smartly during the scoping and discovery workshops to reduce the number of reports requiring redevelopment
- Statutory reports will be prioritised.
- Testing of reports will be undertaken as reports become available and there will be a **formal sign off process** for each individual report.

Training (in-house)

- a rolling programme of training will be provided for all practitioners.
- system training if workflows have changed.