

# Business Development Programme Board – Status Report

February 2024

## Type 3 Projects – High Risk, High Value Projects

Project	Issues	Successes	Project Performance
<b>P108 Replacement ICCS &amp; Mobilising Solution</b>  <b>Project Sponsor:</b> Matthew Warren <b>Project Manager:</b> Nicky Hoad <b>Completion Date:</b> TBC <b>Contract Award:</b> October 2019 <b>Go Live:</b> Q1 2024 <b>Overall Status:</b> Amber (against revised schedule)	<p>Remaining issues with Suffolk FRS mobile data terminal (MDT) to resolve. Cambridgeshire MDT now in place after borrowing a spare from Suffolk FRS. Still with ICT as some issues reconnecting to test gateway.</p> <p>Waiting on Suffolk/Cambridgeshire Gartan Officer integration to be functioning so it can be tested. This will now impact training and user acceptance testing.</p> <p>Still experiencing some issues with crewing 'bubbles'. CFRS are working through these as quickly as possible to resolve. Suffolk FRS are still to feed in 'bubbles' so testing is still to be undertaken on this.</p> <p>Large number of Sysnet tickets being worked through.</p>	<p>Train the Trainer 4 completed in France. Module 3 training for Control has commenced roll out.</p> <p>Final version of software to include the last two updates on the platform loaded onto the Systel platform and tested. Systel will continue to provide hot fixes for any issues identified from testing.</p> <p>Preparation in progress for user acceptance testing and transition activities.</p>	<b>Board:</b> <b>Team:</b> <b>Budget:</b> <b>Risk:</b> <b>Control:</b> <b>Timescales:</b>
<b>P137 Review of Operations</b> <b>Project Sponsor:</b> Chris Strickland	<p>Current capacity with some key teams is limiting the ability to create further operational analysis. This is still a</p>	<p><u>Capabilities</u> – In water for On-Call Phase One completed with Ely, St Neots, March and Wisbech. Further analysis being</p>	<b>Board:</b> Reporting direct to COAG <b>Team:</b> <b>Budget:</b>

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<b>Project Manager:</b> Stuart Smith <b>Project Manager/Lead:</b> Simon Thompson <b>Completion Date:</b> Phase 1 High Level Business Cases - May 2022 Phase 2 Detailed Business Cases Final summary of findings – 30 June 2024 <b>Overall Status:</b> Green	limiting factor however has eased due to some capacity being offered.	<p>completed to assess further requirements.</p> <p><u>Operational Resource</u> – Progress with ongoing work being made identifying changes that can positively impact our guaranteed resource availability. Project supporting options to support service improvement negotiations.</p> <p><u>On-Call System</u> – Key stakeholders have been engaged with to continue to develop the On-Call contract trial. Desire to proceed with trial from 1 April 2024.</p> <p><u>ICU</u> Now out of the contract. Progressing to remove the additional technology that is not required. This will be an interim solution until the fireground data provision project initiates.</p>	<b>Risk:</b> <b>Control:</b> <b>Timescales:</b> Agreement for extension until 30 June 2024
<b>P135 Finance System Software Replacement Project</b>  <b>Project Sponsor:</b> Matthew Warren		The new finance system (CIA) is working well, still some work to be done on creating more reports and tweaking some user profiles. The legacy system is set as read-only for a few key members of staff and holds the historical	<b>Board:</b> <b>Team:</b> <b>Budget:</b> £165k <b>Risk:</b> <b>Control:</b> <b>Timescales:</b>

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<b>Project Manager:</b> Ursula Bird <b>Completion Dates:</b> Phase 1 - Complete Phase 2 - March 2024 <b>Overall Status:</b> Green		data transactions as only balances were migrated over. Help manuals are available within the new system but a more simplified and relevant document can be found within the public section of the Finance SharePoint site. Phase 2 (procurement cards, projects, asset database and inventory) user acceptance testing started on 5 February for completion early March 2024. Further training in budget setting, year-end processing and data extraction booked in February/March. Expected go-live mid-March 2024. Working just under budget.	
<b>P140 Microsoft 365 Implementation and Cultural Change</b>  <b>Project Sponsor:</b> John Fagg <b>Project Manager:</b> Ronny Wambugu <b>Completion Date:</b> Two years; first three months scoping the tools to be delivered.		Stage 1: Heads of Group meetings complete.  Project Board Workshop held on 11 January 2024 identified four toolsets to be fully implemented and adopted: <ul style="list-style-type: none"> <li>• SharePoint</li> <li>• MS Teams</li> <li>• OneNote</li> <li>• Internal corporate communications.</li> </ul> End Stage Report has been submitted to Project Board.	<b>Board:</b> <b>Team:</b> <b>Budget:</b> <b>Risk:</b> <b>Control:</b> <b>Timescales:</b>

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Two months in planning then roll out. Nineteen months dedicated to the roll out and cultural change activities to achieve the project objectives. <b>Overall Status:</b> Amber			
<b>P141 Trauma Welfare Support (TRiM Replacement)</b>  <b>Project Sponsor:</b> Simon Newton <b>Project Manager:</b> Graham George <b>Completion Date:</b> December 2024 <b>Status:</b> Green		Successful kick off meeting has identified seven work packages. Leads and teams for work packages identified. Meetings with leads to agree work packages taking place. Team meetings to allocate work streams within the packages to follow.  Roadshow to update operational staff on the project aims has begun.	Board: Team: Budget: Risk: Control: Timescales:
<b>P145 Occupational Health System Replacement</b>  <b>Project Sponsor:</b> John Fagg <b>Project Manager:</b> Steve Njunji <b>Completion Date:</b> June 2024		The supplier demonstrated the system to the Project Manager and the Occupational Health Team.  Processes and procedure documents have been sent to the supplier to start custom building the system.  Configuration days scheduled for 14/15 March 2024 to discuss the requirements	Board: Team: Budget: Risk: Control: Timescales:

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<b>Status: Green</b>		<p>and functionalities needed in the new system. Sign-off anticipated 18 March 2024 to enable the supplier to build the system.</p> <p>Project Team and Board meetings have been scheduled, governance documents in hand.</p>	
<b>P146 Service Improvement</b>  <b>Project Sponsor:</b> Stuart Smith <b>Project Manager:</b> Simon Thompson <b>Completion Date:</b> Phase 1: June 2024 <b>Status: Green</b>		Project Brief approved by Business Development Programme Board on 16 January 2024.	<b>Board:</b> <b>Team:</b> <b>Budget:</b> <b>Risk:</b> <b>Control:</b> <b>Timescales:</b>
<b>P147 ResourceLink move to Cloud</b>  <b>Project Sponsor:</b> Christine Doody <b>Project Manager:</b> Laura Hutchcraft <b>Completion date:</b> 2024/25 Q4 <b>Status: Green</b>		Project Brief approved by Business Development Programme Board.	<b>Board:</b> <b>Team:</b> <b>Budget:</b> <b>Risk:</b> <b>Control:</b> <b>Timescales:</b>

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<b>P148 Integrated Workwear and PPE</b>  <b>Project Sponsor:</b> Wayne Swales <b>Project Manager:</b> Stocker Standen <b>Completion Date:</b> TBC <b>Status:</b> Green		Draft Project Brief in preparation for approval of Business Development Programme Board (7 February 2024).	<b>Board:</b> <b>Team:</b> <b>Budget:</b> <b>Risk:</b> <b>Control:</b> <b>Timescales:</b>
<b>TRACs Review Project</b>  <b>Project Sponsor:</b> Wayne Swales <b>Project Manager:</b> James Ball <b>Completion Date:</b> TBC <b>Status:</b>		Project Brief is in draft.	<b>Board:</b> <b>Team:</b> <b>Budget:</b> <b>Risk:</b> <b>Control:</b> <b>Timescales:</b>

# **Business Development Programme Board – Status Report**

## **GLOSSARY**

**Cambridgeshire Fire and Rescue Service (CFRS)**  
**Chief Officers Advisory Group (COAG)**  
**Combined Fire Control (CFC)**  
**Community Risk Management Plan (CRMP)**  
**Fire and Rescue Service (FRS)**  
**Fire Service Headquarters (SHQ)**  
**His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS)**  
**Heads of Groups (HoG)**  
**Memorandum of Understanding (MoU)**  
**Mobile Data Terminals (MDT)**  
**National Fire Chiefs Council (NFCC)**  
**On-Call (OC)**  
**Operational Support Group (OSG)**  
**Site Acceptance Testing (SAT)**  
**User Acceptance Testing (UAT)**  
**Whole-time (W/T)**