Business Development Programme Board – Status Report

December 2023

Type 3 Projects – High Risk, High Value Projects

Project	Issues	Successes	Project Performance
P108 Replacement ICCS & Mobilising Solution **Project Sponsor: Matthew Warren** **PM: Nicky Hoad** **Completion Date: TBC** **Contract Award:** **October 2019** **Go Live: Q1 2024** **Overall Status: Amber (against revised schedule)**	Remaining issues with SFRS Mobile Data Terminal to resolve. Waiting on Suffolk/Cambs Officer integration to be turned on and tested. Awaiting last system update drop onto the platform in early December in order to begin sign off of User Acceptance Testing. Large number of tickets being worked through. Supplier is exploring options for further resource to assist with this.	CFRS/SFRS crew integration now turned on and being tested. Control training rollout of modules 1 and 2 is nearly complete (4 more sessions outstanding) and really positive feedback received from Combined Fire Control. Good progress made with data. Liaison currently with supplier and load planned for w/c 27/11. Quality Gate meeting held in France and transition mapped out. Transition due to start in February 2024.	Board: Team: Budget: Risk: Control: Timescales:
P137 Review of Operations **Project Sponsor:** **Chris Strickland**	Current capacity with some key teams is limiting the ability to create further operational analysis.	Capabilities – Ely On-Call, March and St Neots On-Call have recently completed their in-	Board: Reporting direct to COAG Team: Budget:

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Project Manager: Stuart Smith **Project Manager/Lead Simon Thompson** **Completion Date: Phase 1 High Level Business Cases - May 2022** **Phase 2 Detailed Business Cases** **Final summary of findings–** **31 July 2023** **Overall Status: Green**		water courses. Wisbech On-Call are due for their course in January 2024. Operational Resource – Progress being made with identifying changes that can positively impact our guaranteed resource availability. On-Call System – Work has started on exploring alternative contractual systems to support availability. Initial concepts have been drawn up and On-Call teams are being engaged with to identify potential trial stations. Productivity review continues to identify any improvements that can be made in our activity planning. Incident Command Unit – Ongoing work with the interim adjustments to long term connectivity solutions, working with the fireground communications project.	Risk: Control: Timescales: Agreement for extension until 30 June 2024
P135 Finance System Software Replacement Project **Project Sponsor: Matthew Warren** **Project Manager:**		DREAM was closed to non-finance staff w/c 30 October 2023. Data successfully extracted from the system by the Business Intelligence and Performance team and sent to Finance; this was configured (where necessary), reconciled back to DREAM, imported into the new system and reconciled again back to the source. This was	Board: Team: Budget: £165k Risk: Control: Timescales:

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Ursula Bird **Completion Date:** **November 2023** **Overall Status: Green**		completed by 2 November 2023; 2/3 November 2023 new data was input by the Finance team only. The system was available to all service users from 6 November 2023 pending training session attendance. Several organised face-to-face training sessions were held end of October and early November 2023 plus one group on-line session. Links to the test environment and notes were issued for the users to have a try before links to the live system were sent out. A handful of low-level users who did not attend these group sessions have since had one-to-one sessions. Links to the software are on Our Hub (SharePoint), Webex and users were advised to save as 'favourites' on their web-browser. Phase 2 (procurement cards, projects, asset database and inventory) starts in January 2024 for completion by the end of February 2024. Working just under budget.	

Project	Issues	Successes	Project Performance
P140 Microsoft 365 implementation and cultural change **Project Sponsor:** **John Fagg** **Project Manager: Ronny Wambugu** **Completion Date: 2 Years** **First 3 months scoping the tools to be delivered** **2 months in planning then roll out 19 months dedicated to the roll out, and cultural change activities to achieve the project objectives** **Overall Status: In planning.**	Availability of key resources has been a challenge to the project. Work is ongoing to schedule time with these individuals to gain their input to the project.	Phase 1 of the project has begun and one-to-one meetings with Heads of Group have been booked in and are underway. These meetings will help to identify the current challenges and successes to inform the tools to be taken forward by the project.	<mark>Board:</mark> <mark>Team:</mark> <mark>Budget</mark>: <mark>Risk</mark>: <mark>Control</mark>: <mark>Timescales:</mark>
P141 Replacement for TRIM **Project Sponsor: Simon Newton**		The next phase of the project is initiating with scoping work being undertaken and the preferred supplier contacted by the Procurement team.	Board: Team: Budget:

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Project Manager: Graham George **P141 Replacement for TRIM** **Completion Date: December 2024** **Overall Status: Green**		Work will be undertaken over the coming months to plan the next phase of the project and prepare the stakeholder engagement and communication planning. The project will launch in the new year with the formal kick off meeting and project team formation.	Risk: Control: Timescales:
P144 PPE Replacement **Project Sponsor: Wayne Swales** **Project Manager: Stocker Standen** **Completion Date:** **Overall Status: In Planning**		Project Brief being drafted. Brief to be presented to the January 2024 Programme Board. NFCC PPE & Clothing Conference attended by Project Manager and Commercial team in May 2023 Attended Contamination Conference in October 2023. Commercial team speaking with supplier regarding current contract and possible enhancement; wider communications to follow this meeting potentially in December 2023. Awaiting confirmation ref P134.	Board: Team: Budget: Risk: Control: Timescales:
P134 Uniform Replacement	Nev Burgess to hand project over to Stocker Standen.	Project Brief approved at Programme Board in April 2023.	Board: Team:

Project	Issues	Successes	Project Performance
Project Sponsor: Stuart Smith **Project Manager:** **Nev Burgess** **Completion Date:** **Stage 1** **Stage 2** **Overall Status: In planning**	Project to be merged with PPE project and project team established.	Timeline agreed for Stage 1 colleague engagement April 2023. NFCC PPE & Clothing Conference attended by Project Manager and Commercial team in May 2023. Commercial team visit to Hunters to confirm contract extension and discuss ongoing uniform requirements in June 2023. Head of Group and middle managers engagement completed with project update sent to all staff in July 2023. Commercial team confirmed order quantities for contract extension period inclusive of additional faith wear in August 2023. Staff engagement currently being planned for delivery in Autumn 2023.	<mark style="background-color:#00FF00">Budget</mark>: <mark style="background-color:#00FF00">Risk</mark>: <mark style="background-color:#00FF00">Control</mark>: <mark style="background-color:#00FF00">Timescales</mark>:
P145 Occupational Health System replacement		Occupational health team agreed on the system. The Procurement team has completed the purchasing process.	<mark style="background-color:#00FF00">Board</mark>: <mark style="background-color:#00FF00">Team</mark>: <mark style="background-color:#00FF00">Budget</mark>:

Project	Issues	Successes	Project Performance
Project Sponsor: **John Fagg** **Project Manager: Steve Njunji** **Completion Date:** **April 2024** **Overall Status: In planning**		Supplier has assigned us with a Project Manager, introduction meeting scheduled to take placed on 8 December 2023.	<mark>Risk</mark>: <mark>Control</mark>: <mark>Timescales:</mark>

GLOSSARY

Business as usual (BAU)
Business Intelligence & Performance team – (BIP)
Business Continuity Plans (BCP)
Cambridgeshire Fire & Rescue Service (CFRS)
Chief Officers Advisory Group (COAG)
Combined Fire Control (CFC)
Comprehensive Spending Review (CSR)
Direct Communication Server (Airwave) – (DCS)
Digital Network Service Provider (DSNP)
East of England Ambulance Service Trust (EEAST)
Emergency Services Mobile Communications Programme (ESMCP)
Emergency Services Network (ESN)
ETL – (extract, transform & load. ETL allows businesses to consolidate data from multiple databases & other sources into a single repository)
Fire & Rescue Service (FRS)
Fire Service Headquarters (SHQ)
His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS)
Heads of Groups (HofG)
Integrated Risk Management Plan (IRMP)
Memorandum of Understanding (MOU)
Mobile Data Terminals (MDT)
National Fire Chiefs Council (NFCC)
On Call (OC)
Operational Support Group (OSG)
Site Acceptance Testing (SAT)
Whole-time (W/T)