Type 3 (High) Projects

Project	Issues	Successes	Project Performance	
P124 SharePoint & Microsoft 365 Migration **Project Sponsor: Matthew Warren** **Project Manager: Stuart Grey** **Lead member: N/A** **Completion Date:** **Migration June 2020** **July 2021 (Closure of DMS)** **Overall Status: Green**	Document numbers in Document Management System (DMS) are very high and many thousands have not been accessed for many years. Owners to identify whether these are required or not.	Project brief approved by Programme Board. Report received from the supplier on way forward. Procurement route to be defined Information retention policy being drafted by Information Governance Manager. Spreadsheet listing DMS documents sent to personnel across the Service to indicate keep and delete. To be completed by 31 December 2019.	**Board**	Set up
			Team	Set up
			Budget	£100,000
			Risk	Additional licence costs if extended delay
			Controls	
			Timescales	Migration to be complete by June 2020
P108 Replacement ICCS & Mobilising Solution **Project Sponsor: Matthew Warren** **PM: Nicky Hoad** **Lead Member: N/A**		Still on track for signing contracts by end of October. Met with the supplier on 16 October 2019 to discuss outstanding contract issues and high level project plan. Secondary control WP – activities	**Board**	
			Team	
			Budget	TBC
			Risk	
			Controls	

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Project	Issues	Successes	Project Performance	
Completion Date: Contract Award October 2019 **Overall Status: Green**		ongoing – Design specification being drafted-direct award for furniture. Data migration workgroup set up and work ongoing – Majority of data sets identified – clarification sought where necessary. Secondment from Combined Fire Control joining project team as 'control representative' from December 2019.	**Timescales**	TBC following contract award

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Project	Issues	Successes	Project Performance	
P073 Asset Management Software **Project Sponsor: Matthew Warren** **PM: Stuart Grey** **Lead Member: N/A** **Stage 2 Fleet & Equipment Implementation:** **December 2017 ESR March 2018** **Stage 3 & 4 ICT/Miquest software Data ESR December 2019** **Stage 5 ICT/Health & Safety December 2019** **Property December 2019** **Overall Status: Amber**	As a result of the audit carried out by external auditors in January/February there is a requirement for process documentation for new operational assets and for the lifetime management of them. Awaiting resource. Relevant Head of Group aware and dealing. Operational System ownership being resolved by the Head of Group. Action still outstanding. Awaiting periodicity and last completed data for Property assets and checks.	ICT data input into the system and awaiting testing and validation by ICT team. Handover to ICT scheduled. Software upgrade successfully implemented and tested. This gives crews the ability to take Photos when reporting a defect and associating with the work order. Stores process being developed Deviation report submitted for extension to end of December.	**Board**	
			Team	
			Budget	
			Risk	
			Controls	
			Timescales	End December 2019
P089 ESMCP (Emergency Services Mobile Communications Programme) October 2018 ESN **PM: John Barlow** **Project Sponsor: Jon**	Full Business Case – Now not expected to receive approval until Q1 2020. National budget expenditure under scrutiny by Home Office, minor issues for CFRS. Main	None other than completed returns.	**Board**	
			Team	
			Budget	
			Risk	Potential high costs if Services remain on Airwave

Anderson **CFRS migration to** **Emergency Services** **Network (ESN)** **commencing TBC** **Status: Red** **ESMCP cont.**	focus is on inconsistent resource funding across the regions.		**Controls**	Absence of accurate details
			Timescales	Still unknown
P109 VDI Upgrade Shared **Service Project** **PM: Sarah Newton** **Project Sponsor: Matthew** **Warren** **Completion: August 2019** **Status: Green**		This project is now complete for Cambridgeshire. End project report drafted. Presented to October Programme Board	**Board**	
			Team	
			Budget	
			Risk	
			Controls	
			Timescales	
P088 On Call Board **Stage 2** **PM: Karl Bowden** **Project Sponsor: Jon** **Anderson** **Lead Member: Cllr** **Reynolds** **Completion Date: Stage 1** **February 2016 Complete** **Stage 2: May 2016** **Complete**	Review of Project Brief undertaken as project was originally started in 2015 and scope is now changing. This project will be shut down-new Brief to be written to address additional/changed work identified.	**Phased Response –**Went live late September. Not used for real situation yet –Firefighter's are logging on. **Alternative Appliances** Use of appliances being monitored for next 12 months. Head of Group meets up with representative bodies to keep them updated.	**Board**	
			Team	
			Budget	
			Risk	

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Stage 3: Alternative Appliances **January 2019 Complete** **Alternative Crewing On Call standby's** **March 2017 Complete** **Alternative Crewing W/T Secondary Contracts** **June 2018 Complete** **Phased Response** **October 2019 Complete** **Sutton Trial - Closed** **13.5 Ladders – Feasibility Study June 2019 Complete** **Implementation TBD** **Crewing – Feasibility Study June 2019 Complete** **Implementation TBD** **Status: Green**		**Sutton Trial –**Closed. Alternative appliance at Sutton. **13.5m Ladders and Crewing of less than 4** Feasibility Reports completed – but further work paused whilst discussions with unions ongoing.	**Controls**	
			Timescales	.
P098 CPSN (Cambridgeshire Public Services Network) **Project Sponsor: M Warren** **PM: John Fagg** **Lead Member: N/A** **Contract Award** **Completion date: (via VEAT Notice May 2017)** **Dec 2019** **Overall Status: Green**	Delays are still being experienced from the broadband supplier and the telephony provider in delivery of the new fibre links. Some progress is being made via the escalation process. Being managed through our primary supplier.	Work is continuing to upgrade all sites to fibre connectivity and to migrate away from the CPSN core. Despite the delays this is still on track to complete by December. The new Internet access provision should be available by the end of November. Aim to close project down in December 2019.	**Board**	
			Team	
			Budget	
			Risk	
			Controls	
			Timescales	.
P102 Unified Comms	The Board decision on a	CFRS got to where we want to be.	**Board**	

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(Shared Service Project) **Project Sponsor: M Warren** **PM: Sarah Newton** **Completion Date:** **November 2019** **Project Status : Green**	replacement plan for station and desk telephones is still pending.	Skype for business is functioning and video conferencing facilities available throughout the building. Bedfordshire still behind on the rollout and to work out requirements for a telephony system. CFRS will allow Bedfordshire to lead on this and then make a decision over what we do with regards to telephony. Project to be paused – End Stage Report drafted.	**Budget** **Team** **Risk** **Controls** **Timescales**	 End Stage Report submitted as project reached a natural stage end for CFRS.
P111 Day Crewed Shift System Project **Project Sponsor: Jon Anderson** **PM: Stuart Smith** **Completion date:** **Negotiations/Sign collective agreement Implementation – Start of Trial July 2019 to end of December 2021** **Status: Green**	No Issues		**Board** **Team** **Budget** **Risk** **Controls** **Timescales**	 .
P112 Monkswood **Project Sponsor: Matthew Warren/Chris Strickland (once planning granted)** **Project Manager: Stuart**	Awaiting outcome of Judicial Review	None this period	**Board** **Team** **Budget**	Not yet formed Not yet formed Awaiting Planning decision

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Grey **Completion date: First phase Contract signed May 2018** **Status: Amber - In planning**			**Risk**	Full risk review undertaken
			Controls	Board and Team not formed
			Timescales	Awaiting Planning decision
P115 SHQ Building Changes **Project Sponsor: Matthew Warren** **PM: Stuart Grey** **Completion date: TBD** **Status: Amber - In Planning**	Awaiting outcome of Judicial review. Need to understand feasibility and costings.	None this period	**Board**	
			Team	
			Budget	TBC
			Risk	
			Controls	
			Timescales	Result of Judicial review may impact.
P118 Fireground Radios (to include BA radios) **Project Sponsor: Ryan Stacey** **Project Manager: Ed Miller** **Completion Date: Stage 1**	A new Framework has just been released. Procurement now working to gather indicative costs. Potential for joint procurement	Complete testing of current analogue radio equipment has provided a solid foundation of what we should expect from our current equipment versus what has previously been reported via	**Board**	In place
			Team	In place
			Budget	TBD
			Risk	

& 2 October 2019 **Status: Green** **Fireground Radios cont...**	with Suffolk FRS, contact being made.	RM14 process. Loaned digital equipment from Hertfordshire FRS to compare and manage expectations of digital vs analogue before making recommendations. Digital testing now completed. Information gathered from neighbouring brigades on current equipment used. Maintaining contact with London Fire Brigade procurement team in relation to potential collaboration purchase. Complete mitigation cannot be guaranteed, although previous high risk of running out of spares has been significantly reduced by identifying a local reseller that can provide GP340 radios. Recommendations ready to present to the Board, along with Stage 3 plans.	**Controls** **Timescales**	

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Type 2 Projects

Project	Issues	Successes	Project Performance	
P100 Training Recording & Competency System (TRaCS) **Project Sponsor: Simon Newton**	Control have requested amendments to their build; Project sponsor will liaise to confirm this is following full engagement and is as a result	End Stage Report approved by Project Board; wider project team has been re-engaged. Creation of a User Forum and engagement with watches in	**Board**	
			Team	
			Budget	
			Risk	

			Timescales	
PM: John Sherrington **Lead Member: N/A** **Completion date: Options** **Appraisal/Business Case** **01/04/2017 Complete** **Stage 2: Completion** **January 2019** **Stage 3: Specialist roles** **Completion April 2019** **Stage 3 Phase 2 CFC and** **Professional Support Staff** **Completion October 2019** **Overall Status: Amber**	of the live trial. Governance arrangements required to ensure change requests are made via appropriate channels.	progress. Following feedback from users, the way data is displayed on the reporting pages for individuals and managers has been overhauled and revamped. Business Intelligence and Performance are also working on a strategic report on core competencies for Chief Officers Group. Two options for improving bulk sign off are being investigated by the project team.	Timescales	Aligned to project target dates for delivery (October 2019). End Stage Report to be submitted to October Programme Board.

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Project	Issues	Successes	Project Performance	
P093 Co-Responding **Project Sponsor: Jon Anderson** **Project Manager: Karl Bowden (part of P088)** **Lead Member: N/A** **Co-Responding Trial End** **Overall Status: Amber**		Full evaluation and will feedback through Programme Board. Work has been undertaken to scope out appetite of operational personnel to continue with co-responding and is looking at On-Call Standbys at A24.	**Board**	
			Team	
			Budget	
			Risk	
			Control	
			Timescales	
P096 Use of Recording Devices & Governance **Project Sponsor: Chris Parker** **PM : Jodie Houseago** **Lead Member: N/A** **Completion date: Phased Approach** **Phase 1 Policy /Guidelines March 2017 Complete** **Phase 2 Red Fleet July 2018 Complete**		Written report for Proof of Concept Trial presented at Board, alongside montage of footage, on 17 October 2019. End Project Report approved at Project Board on 17 October 2019. Will go to October Programme Board for sign off.	**Board**	
			Team	
			Budget	
			Risks	

Dash Cams September 2018 Complete **Phase 3 Body cams/Helmet cameras TBD** **Trial extended – Report expected Q3 2019** **Overall Status: Green**			**Controls**	
			Timescales	
P075 Review of Rescue Capability + Replacement IRU. **Reinitiated February 2018** **PM: Jamie Johnson** **Project Sponsor:** **Jon Anderson** **Completion Date:** **December 2019** **Overall Status: Green** **Replacement IRU on the run July 2018 - Complete**	Budget – deviation report presented to last Programme Board and agreed additional funding.	**Rope Rescue –** Consolidation training planned for 2020, also the new staff moving to A27 penned in for training. **Boats –** The rescue vehicle's will be going away within the next two weeks for the fitting of hydraulics lifts ready for the new boats and engines. The training courses are planned for January 2020. **Paratech** – Awaiting a decision if money is available for the purchase of this equipment.	**Board**	
			Team	
			Budget	Deviation for additional budget approved.
			Risk	
			Control	
			Timescales	Deviation report to be submitted to December Board.

Project	Issues	Successes	Project Performance	
P114 Intranet Refresh **Project Sponsor: Hayley Douglas** **PM: Claire Morris** **Completion date :** **December 2019** **Status: Green**	Awaiting completion of work on the new Intranet site before training can commence. Deviation Report to extend schedule will be drafted as timescales likely to slip – to be presented to December Programme Board.	Working intranet has now been received from the supplier and will be presented at the next Board meeting. Testing survey of current intranet created and sent to champions to test how long it would take them to find a number of different documents. Same survey will be sent out when new intranet is implemented to find the same documents to see whether the new intranet is easier to navigate. Next step is to implement a training schedule to allow all champions to learn the new system. A training guide has been created. After discussions decided it needed to be broken down further in simple step by step format. Health & Safety have agreed to trial the training & migration of content	**Board**	
			Team	
			Budget	
			Risk	
			Controls	
			Timescales	Timescales very tight – Deviation to be drafted.

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Project	Issues	Successes	Project Performance	
P116 Aerial Replacement Project Sponsor: Chris Parker PM: Matt Murdoch Completion date: February 2021 Overall Status: Green		Vehicle's in build, all on track Project Manager and the supplier reviewed specification slight amendments made and approved. Chassis due beginning November. Appliances due in service June/July 2020 and significant training will be required. Plans for training being drafted.	**Board**	
			Team	
			Budget	
			Risk	
			Controls	
			Timescales	
P119 Hydrant Software Review Project Project Sponsor: Ryan Stacey Project Manager: Nicola Smith Completion Date: Phase 1 October 2019 (Review Stage) Overall Status : Green		Outcome of the options appraisal was to go out to tender. This option has been approved by the Board and work has started on the specification document. Aim to go out to tender – January 2020.	**Board**	
			Team	
			Budget	
			Risk	
			Controls (amber)	
			Timescales	
P120 SHQ Barrier Project Sponsor : Tamsin Mirfin Project Manager: Maurice Moore Completion Date: March 2020 Overall Status: Green		Planning application approved. The supplier reviewing revised work requirements. Estimate received for additional car parking spaces at SHQ. Awaiting updated pricing from the suppliers.	**Board**	
			Team	
			Budget	
			Risk	
			Controls	
			Timescales	

Project	Issues	Successes	Project Performance	
P121 Fire Behaviour Training (FBT) Decommissioning **Project Sponsor: Chris Parker** **Project Manager: Kevin Turner** **Completion Date: TBD** **Overall Status: In Planning**		Project Manager has met with Marshalls initially. More information required so the Project Manager undertaking further research. Procurement team will then meet with Marshalls.	**Board**	
			Team	
			Budget	
			Risk	
			Controls	
			Timescales	

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Glossary

Application virtualisation (APPV)
Cambridgeshire County Council CCC
Cambridgeshire Fire & Rescue Service (CFRS)
Cambridgeshire Public Services Network (CPSN)
Chief Officers Advisory Group (COAG)
Chief Fire Officers Association (CFOA)
Close Circuit TV (CCTV)
Combined Fire Control (CFC)
Community Fire Risk Management Information System (CFRMIS)
Community Fire Safety (CFS)
Comprehensive Spending Review (CSR)
Content Management System (CMS)
Digital Network Service Provider (DSNP)
East of England Ambulance Service Trust (EEAST)
Emergency Services Mobile Communications Programme (ESMCP)
End Stage Report (ESR)
ESMCP Transition Manager (ETM)
Emergency Services Network (ESN)
Fire Protection (FP)
Fire & Rescue Service (FRS)
Fire Service Headquarters (SHQ)
General Data Protection Regulation (GDPR)
Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS)
Heads of Groups (HofG)
Integrated Risk Management Plan (IRMP)
Local Government Shared Service (LGSS)
Memorandum of Understanding (MOU)
Mobile Data Terminals (MDT)
National Fire Chiefs Council (NFCC)
Official Journal of European Union (OJEU)

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Project Manager (PM)
Risk Assessment Method Statement (RAMS)
Road Traffic Collisions (RTC)
Sequel server (SQL)
Skype for Business (SfB)
Station End Equipment (SEE)
Subject Access Request (SAR)
To be determined/confirmed (TBD/TBC)
Training Recording & Competency System (TRaCS)
Voluntary Ex-Ante Transparency Notice (VEAT)
Virtual Desktop Infrastructure Project (VDI)
Whole-time (W/T)
Virgin Media Business (VMB)

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