Business Development Programme Status Report   January 2020

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**~~ **Dec 2020** **(Closure of DMS)** **Overall status: Green**	Email to be circulated reminding personnel to save new documents to DMS not in the I drive.	500 spreadsheets have been sent out to staff for review either current documents or documents of staff who have left the Service. The Contract has been awarded and the supplier will be meeting with us on 23 Jan to discuss the project. Migration should take 4-5 months and will be undertaken by the supplier. Set up will be ICT resource and work will be significant. Closing down of DMS – documents will be archived as read only.	**Board** **Team** **Budget** **Risk** **Controls** **Timescales**	 Additional licence costs if extended delay Migration to be complete by June 2020
P108 Replacement ICCS & Mobilising Solution **Project Sponsor: Matthew Warren** **PM: Jodie Houseago** **Lead Member: N/A** **Completion Date: Contract Award Oct 2019** **Overall status: Green**		Weekly meetings scheduled & ongoing with the suppliers Project Manager. Technical workshop and site visits to SHQ/St. Ives/Dogsthorpe held this week. Data migration work package – Activities have commenced with sourcing data for initial build.	**Board** **Team** **Budget** **Risk** **Controls**	 Deviation report

Project	Issues	Successes	Project Performance	
		Workshop scheduled 22 Jan Secondary control work package – BT lines now installed. Airway survey undertaken – awaiting outcomes. Requirements for refurbishment sent to Property. Secondary control to be up and running by May ready for install of ICCS/Mobs. Station End Equipment work package – Revised procurement strategy approved at Programme Board on 17 Dec. Exemption approved for direct award.	**Timescales**	TBC
P073 Asset Management Software **Project Sponsor: Matthew Warren** **PM: Stuart Grey** **Lead Member: N/A** **Stage 2 Fleet & Equipment Implementation: Dec 2017** **ESR March 18** **Stage 3 & 4 ICT/Miquest software Data ESR** ~~Dec 18~~ **Dec 19** **Stage 5 ICT/Health & Safety** ~~Mar 2019 – Sept~~	Governance - As a result of the audit carried out by external auditors in Jan/Feb there is a requirement for process documentation for new operational assets and for the lifetime management of them. Awaiting resource. The Head of Operational Support Group is aware and dealing with this. Operational System ownership being resolved action still o/s. Risk around day to day	End Project Report has been produced and accepted in principle by the board. The board has asked that it go to the April programme board so that all the issues outstanding can be cleared up and resolved. Meeting with Business Intelligence and Performance team re reporting. Dashboard to be created for Property. Need to consider refreshing	**Board** **Team** **Budget** **Risk** **Controls**	

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Project	Issues	Successes	Project Performance	
~~2019~~ Dec 19 **Property Sep ~~2019 Dec 19 Feb 20,~~ 31st Mar 20** **Overall Status: Amber**	management following project close down – being discussed at Board level.	tablets and scanners.	**Timescales**	End Mar 20. Sponsor agreed no further deviation required.

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Project	Issues	Successes	Project Performance	
P089 ESMCP (Emergency Services Mobile Communications Programme) Oct 18 ESN PM: John Barlow Project Sponsor: Jon Anderson CFRS migration to Emergency Services Network (ESN) commencing ~~Q1 2018~~. TBC Status: Red ESMCP cont.	Full Business Case at Cabinet Level still awaiting approval anticipated March/April 2020. Mini Business Case requested by Home Office in relation to Section 31 Grant Funding Commencement of Coverage Testing remains delayed until Q2 2020.	Meeting with Group Commanders to discuss potential resourcing for coverage testing. Mini Business Case submitted in relation to use of Grant Funding for replacement ICCS/CAD – Awaiting Approval	**Board**	
			Team	
			Budget	
			Risk	Potential high costs if Services remain on Airwave
			Controls	Absence of accurate details
			Timescales	Still unknown
P088 On Call Board Stage 2 PM: Karl Bowden Project Sponsor: ~~Rick Hylton~~ Jon Anderson Lead Member: Cllr Reynolds Completion Date: Stage 1 Feb 16 Complete Stage 2: May 31st 2016 Complete		End Project Report being produced, for Feb Project Board. Discussions ongoing as to how this will be managed moving forward. Governance Board to be established but TofR still to be confirmed.	**Board**	
			Team	
			Budget	
			Risk	

Stage 3: Alternative Appliances ~~Jan 2018~~ **Jan 2019 Complete Alternative Crewing On Call standby's March 2017 Complete Alternative Crewing W/T Secondary Contracts June 2018 Complete Phased Response** ~~April 2019~~ **31/10/19 Complete Sutton Trial - Closed 13.5 Ladders – Feasibility Study June 2019 Complete Implementation TBD Crewing – Feasibility Study June 2019 Complete Implementation TBD Status: Green**			**Controls**	
			Timescales	
P098 CPSN (Cambridgeshire Public Services Network) Project Sponsor: M Warren PM: John Fagg Lead Member: N/A Contract Award Completion date: ~~June 2019~~ **(via VEAT Notice May 2017) Dec 2019 Overall status: Green**	The planned completion date has slipped to the end of Jan 20. This is due to delays with 3 links and a delay in commissioning the resilient link for the new Internet feed. The delays will not impact on budget or service provision to sites.	The supplier is confident that the new provision will be fully operational by the end of Jan 20. Work is continuing on the final aspects of the commissioning.	**Board**	
			Team	
			Budget	
			Risk	
			Controls	
			Timescales	Slippage to end of Jan

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Project	Issues	Successes	Project Performance	
P102 Unified Comms (Shared Service Project) Project Sponsor: M Warren PM: ~~Sarah Newton~~ **Completion Date:** ~~Sept 2018 April 2019~~ **Nov 2019 Project Status : Green**		Project on hold End Stage Report submitted October 2019 as project reached a natural stage end for CFRS.	**Board**	
			Budget	
			Team	
			Risk	
			Controls	
			Timescales	
P111 Day Crewed Shift System Project Project Sponsor: Jon Anderson PM: Stuart Smith Completion date: Negotiations/Sign collective agreement ~~Oct 2018~~ **July 2019 Implementation – Start of Trial** ~~Jan 2019 April 2019 May 2019~~ **July 2019 to end of Dec 2021 Status: Green**		Trial ongoing - no issues and currently working well	**Board**	
			Team	.
			Budget	
			Risk	
			Controls	
			Timescales	
P112 Monkswood Project Sponsor: Matthew Warren/Chris Strickland (once planning granted) Project Manager: Stuart Grey Completion date: First	Awaiting outcome decision from Police on the use of Monkswood. Fire Authority to make a final decision between Monkswood and St.Johns at a special Fire	None this period	**Board**	Not yet formed
			Team	Not yet formed
			Budget	Awaiting Planning decision
			Risk	Full risk review undertaken

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phase Contract signed 31/05/18 **Status: Amber - In planning**	Authority meeting in March.		**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**	Need to understand the plans for Monkswood before a decision can be made regarding this work.	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 3 End of Mar 2020** **Status: Green**	A new Framework has just been released. However the details of all devices available and their costs are not currently available – Procurement working on this. Early engagement with framework suppliers in relation to compatibility with Breathing Apparatus kit.	The End Stage Report has been approved by the Project Board. Now in formal collaboration with London Fire Brigade (LFB). On schedule to meet Feb deadlines for specification release. Awaiting confirmation of meeting between CFRS and LFB project teams for networking.	**Board**	
			Team	
			Budget	TBD
			Risk	Full Risk review following confirmation of collaboration decision in December

Fireground Radios cont...		Current volume of devices has been confirmed via Operational Support Group. Numbers required for future procurement now to be confirmed with Operational Support Group and Training Centre. We will require this to inform LFB of our requirements. Maintaining 2 way contact with Suffolk FRS who are still interested in our developments as a potential collaboration prospect should the London collaboration not meet our requirements and we need to move to Plan B, the framework.	**Controls** **Timescales**	
P122 Training Centre Review **Project Sponsor: Chris Parker** **Project Manager: Wayne Swales** **Completion date: Jan 2021** **Status: In planning**	None	Project Board in place, and Project Start up meeting held. Project Team members now being confirmed. Visit to West Mids scheduled in, to see how they use their resources differently. Project has 2 strands what we deliver and resources required to support this. Current Training Centre instructors areas of responsibility are being reviewed	**Board** **Team** **Budget** **Risk** **Controls** **Timescales**	

Business Development Programme Status Report   January 2020
Type 2 Projects

Project	Issues	Successes	Project Performance	
P100 Training Recording & Competency System (TRaCS) **Project Sponsor: Simon Newton** **PM:** ~~John Sherrington~~ **Rob Olivier** **Lead Member: N/A** **Completion date: Options Appraisal/Business Case 01/04/2017 Complete** **Stage 2: Completion** ~~**Q4 2018**~~ **Jan 2019** **Stage 3: Specialist roles Completion April 2019** **Stage 3 Phase 2 CFC and Professional Support Staff Completion Oct 2019** **Stage 4 June 2020** **Overall Status: Green**	Control have requested amendments to their build; Work package updated for Combined Fire Control Rep and fed into project team. Business continuity being looked at as part of project. Backlog of eLearning content; Recruitment of apprentice and business case for external contractor in progress. SharePoint Interdependency re; Assessment Forms Links to be re-established after migration from DMS.	User Forum start up meetings completed. TRaCS training Champions sessions booked. Following feedback from users; • Reporting tools have been revamped. • Business Intelligence Performance have created Strategic Reports on core competencies for Chief Officers Group. • Unhitching of eLearning packages from knowledge checks. • Search function improved. Two options for improving bulk sign off are being investigated by the project team. Wholetime supervisory managers given update of project progress and instruction on reporting functions.	**Board**	
			Team	
			Budget	
			Risk	
			Controls	
			Timescales	Stage 4 to June 2020

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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** ~~**Sep 2016 Nov 2016**~~ ~~**Feb 2017 Mar 2017**~~ ~~**May 2017End of July**~~ ~~**Nov 2017**~~ **Overall status: Amber**		Area Commander instigating full evaluation and will feed back through Programme Board.	**Board** (green) **Team** (green) **Budget** (green) **Risk** (amber) **Control** (green) **Timescales** (amber)	
P075 Review of Rescue Capability + Replacement IRU. **Reinitiated Feb 2018** **PM: Jamie Johnson** **Project Sponsor:** **Jon Anderson** **Completion Date:** ~~**May 31st**~~ ~~**Dec 31st 2019**~~ **Overall Status: Green**		**Rope Rescue –** Consolidation training planned for 2020, also the new staff moving to A27 penned in for training. Equipment purchased and crewing resolved to cover the courses. **Boats –** Bespoke CFRS boat courses 3 days have commenced and have been received extremely well. These will be undertaken with	**Board** (green) **Team** (green) **Budget** (green) **Risk** (green) **Control** (green)	

Replacement IRU on the run ~~April 2018 June~~ **July 2018 - Complete**		an end date set of April. **Paratech** – Awaiting a decision if funding is available for the purchase of this equipment. Plan has been arranged if the go ahead is given for training role out.	**Timescales**	Deviation report to be submitted to Jan Board
P114 Intranet Refresh **Project Sponsor: Hayley Douglas** **PM: Claire Morris** **Completion date :** **31/12/19** **Status: Green**	Reviewing Equality Impact Assessment with regards to dyslexia with Equality Advisor so potential for minor tweaks. Gathering feedback to inform future actions.	New intranet went live 01/01/20. Positive feedback to date. Champions loaded information –the majority of departments populated their pages. Positive feedback on ease of use of new Content Management System End Project Report being drafted	**Board** **Team** **Budget** **Risk** **Controls** **Timescales**	
P116 Aerial Replacement **Project Sponsor: Chris Parker** **PM: Matt Murdoch** **Completion date: Feb 2021** **Overall status: Green**		Turntable ladders are in build and on track. Training package being developed ready for when the appliances are developed Project on track.	**Board** **Team** **Budget** **Risk** **Controls** **Timescales**	

| Business Development Programme Status Report | | | January 2020 | |

Project	Issues	Successes	Project Performance	
P119 Hydrant Software Review Project **Project Sponsor: Ryan Stacey** **Project Manager: Nicola Smith** **Completion Date: Phase 1 30ᵗʰ June 31/10/2019 (Review Stage)** **Overall Status : Green**		Following a suppliers proposal 2 options are available: 1.Us to use internal resource to modify existing asset system and then move to the new version when available. Costs for this are negligible. 2.£8,000 cost for Proof of Concept. Host beta copy of new version of application on the Cloud and run workshops to develop this. The supplier has not yet released the new version of the application. Project Board keen to pursue Option 1. Testing a Hydrant 'walk' in the asset database and will gather feedback. No mapping in current version but newer version will have. Will be full API on new version.	**Board** **Team** **Budget** **Risk** **Controls** **Timescales**	
P120 SHQ Barrier **Project Sponsor : Matthew Warren** **Project Manager: Maurice Moore** **Completion Date:** ~~Oct 2019~~ **31/03/2020 Overall**		Start-up meeting 16/1/20 which will determine start date. Some local management issues Additional parking to follow the installation of the barrier – planning	**Board** **Team** **Budget** **Risk**	Deviation report to be drafted for Phase 2 – additional work

status: Green		permission required for additional car parking spaces	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**		Fire Behaviour training area land owners have confirmed they would like the containers to be removed. A meeting has been set up on the 12th Feb so the Owners of the site can look to get a quote from an approved contractor.	**Board**	
			Team	
			Budget	
			Risk	
			Controls	
			Timescales	

Glossary

Cambridgeshire Fire & Rescue Service (CFRS)
Cambridgeshire Public Services Network (CPSN)
Chief Officers Advisory Group (COAG)
Chief Fire Officers Association (CFOA)
Combined Fire Control (CFC)
Community Fire Risk Management Information System (CFRMIS)
Community Fire Safety (CFS)
Comprehensive Spending Review (CSR)
East of England Ambulance Service Trust (EEAST)
Emergency Services Mobile Communications Programme (ESMCP)
End Stage Report (ESR)
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)
Skype for Business (SfB)
Station End Equipment (SEE)
To be determined/confirmed (TBD/TBC)
Training Recording & Competency System (TRaCS)
Voluntary Ex-Ante Transparency Notice (VEAT)
Whole-time (W/T)