Information for Quality (IfQ) Programme – Managing Risks

Strategic delivery:	☒ Setting standards	☐ Increasing and informing choice	☒ Demonstrating efficiency economy and value

Details:	
Meeting	AGC
Agenda item	5
Paper number	AGC (07/12/2016) 514 NJ
Meeting date	07 December 2016
Author	Nick Jones, Director of Compliance & Information

Output:			
For information or decision?	For information		
Recommendation	The Committee is asked to note this report.		
Resource implications	As outlined		
Implementation date	Ongoing		
Communication(s)	Ongoing		
Organisational risk	☐ Low	☐ Medium	☒ High
Annexes			
Annex A –			

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1. Introduction and summary

1.1. The purpose of this report is to provide the Committee with a progress report on the IfQ Programme. The Programme is currently in the closing stages of its 'public beta' phase for both the new Website and Clinic Portal. Slow but steady progress is being made against Release 2 of the Clinic Portal, which centres on the data submission facility for clinics and the new Register.

2. IfQ projects update

2.1. IfQ Release 1

- The HFEA website work is currently focused on closing the Beta phase, having delivered the key outputs for the project, with some lower priority work remaining before Beta concludes. Valuable user feedback has been collected; there has been substantial stakeholder engagement; and further user research sessions have been completed.

- Further to the outcomes of the November 2016 Authority meeting and pending the judicial review hearing scheduled in December, some further adjustments will be made between now and January 2016 - essentially to the way data is presented on the Website. After this point, the service will undergo a GDS assessment for its readiness to be transitioned to full 'live' service.

- We are now formally verifying with clinics, the data that will be made available on the new Choose a Fertility Clinic facility. Clinics have 12 weeks to verify their data, which is slightly longer than is usual accounting for a slight increase in complexity of the data. This work is expected to conclude in February 2017.

- Release 1 of the Clinic Portal has now also delivered all key outputs of the project, spent considerable time in 'public beta', received its DH/GDS assessment on the 21 November 2016, and on 28 November 2016 a full pass assessment was received. The team is now preparing to go live, and preparing to de-commission the existing Clinic Portal. There is a few weeks' work to do this. This is obviously extremely gratifying for the team.

2.2. IfQ release 2

- This relates to the treatment data submission system, much awaited by clinics. It is 'Release 2' because it forms part of the Clinic Portal (Release 1). Release 2 of the Clinic Portal has been making slow but steady progress. This builds on the substantial amount of foundational work that the HFEA has completed over the last year to prepare for the development of Release 2, including the finalisation of the new Register structure, data cleansing, and internal systems infrastructure completed during Release 1.

- Despite good progress, the work has slowed due to a continued focus on finalising Release 1 at a time when the teams were anticipated to be working solely on Release 2. As a result, the risk of not delivering the required outputs in line with the current budget constraints and within this financial year have grown sharply. In response, the Programme team has conducted an exercise to re-examine programme scope and the management and support structure in order to reduce this risk. It is evident that without a further addition of resources, Release 2 of the Clinic Portal will not be substantially complete until end of Q1 2017. (See annex A)

- Having explored the scope, and rescheduled, a further option is to explore securing additional resources to bring the completion date forward. The Programme has been run very tightly in terms of resources and has absorbed several unexpected events over its course (albeit these are inevitable in almost any programme). Further, the team is aware that the fate of many IT-based transformation programmes is cost and time overruns.

- The team has focused on the costs of continued involvement of key programme resource at an estimated cost of an additional up to £90k. We continue to review the merits of this approach, and the scope for permitting this within the rules, with DH. This additional budget is expected to enhance the likelihood that all key deliverables of Release 2 are complete by April 2017.

- The Standardisation Committee for Care Information (part of NHS Digital) accreditation process for the 'UK ART dataset' and its implementation has been delayed to March 2017 accommodate dependencies with development activity that is now anticipated to take place in early 2017.

2.3. IfQ data cleansing/Migration

- Data cleansing work has now dealt with all 'severity 1' items that are possible to address. This is an important milestone for the IfQ Programme, as these issues would have prevented the 'data migration' process from progressing.

- Due to the continued diversion of key resource to Release 1, the data migration of the existing (cleansed) database to a new structure is behind schedule. Trial Load 1 has been run, with the team working towards running Trial Load 2 in December 2016. Assurance services for the data migration are now anticipated to provide their first assurance audit in January 2017. Data Migration is now anticipated to be finally completed in April 2017.

3. IfQ risks and issues

3.1. Overall update

- The line graph below represents the overall IfQ risk score, which combines the perceived impact and likelihood of the current risks on hand each month.
- The overall risk score for the IfQ Programme has significantly increased in the last month, all risks have been reviewed mitigated and escalated to SMT as per the governance processes in place and are currently being monitored.
-
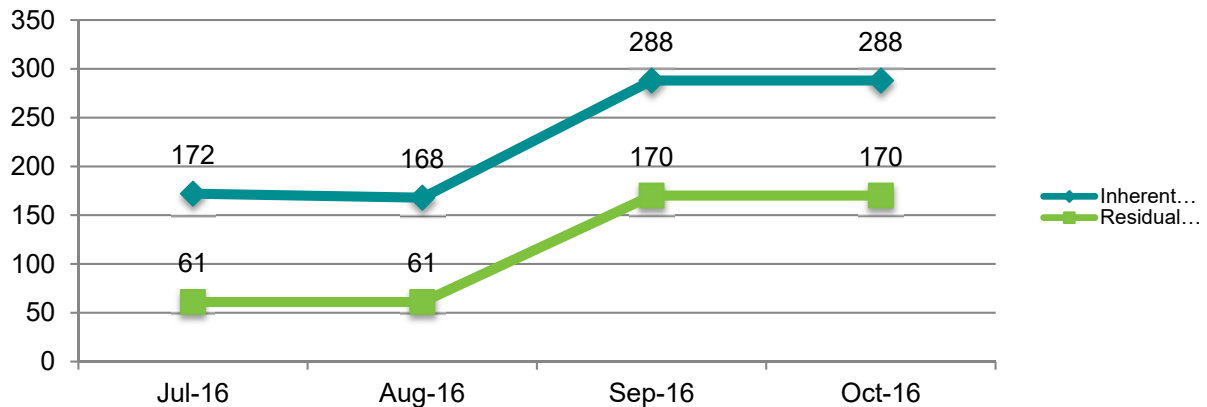
- The major risks are associated with resources, timescales, regulatory monitoring, quality, financial, development, patient information, data security and business continuity.

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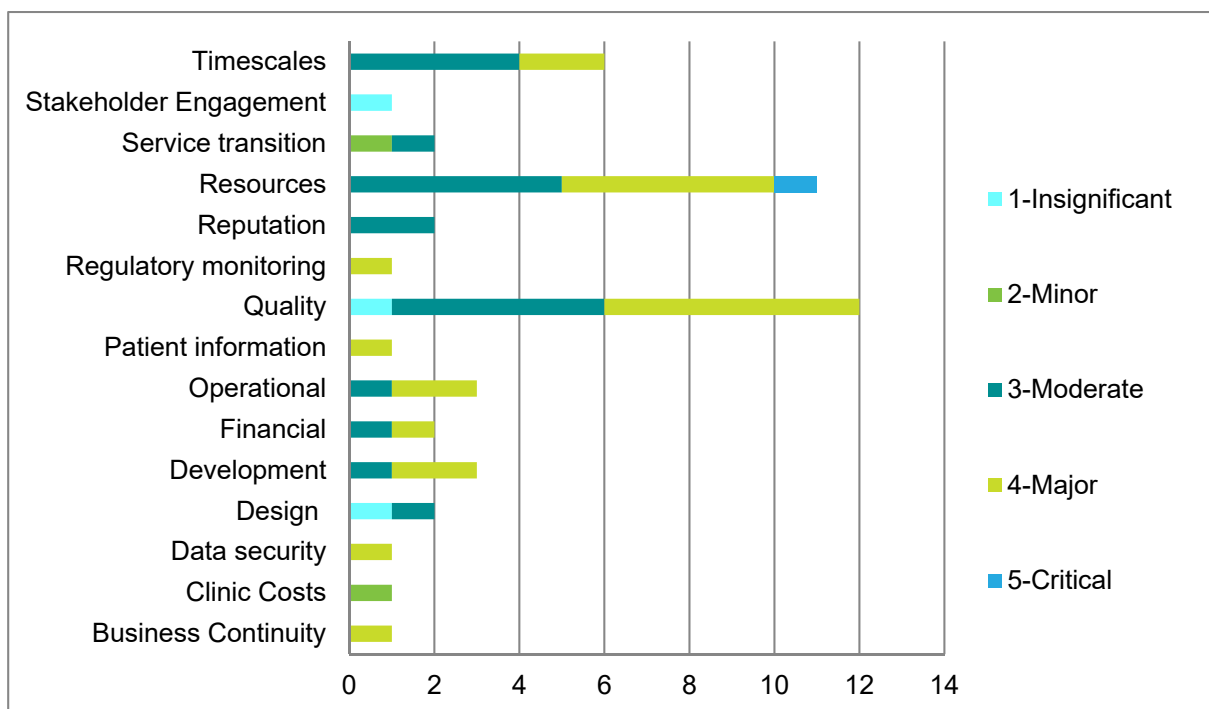
4. IfQ budget

4.1. The current budget position (excluding VAT) for 2016/17 is as follows:

Total IfQ budget May 2016	Budget this F/Y	Planned spend	Actual to date	Monthly Variance
1,227,402	£619,025 (16/17)	£1,171,626 (Oct 2016)	£1,158.700 (Oct 2016)	£12,926

4.2. The delay to the programme had some financial consequences, the detailed of the proposed plan is explained above.

5. Earned value

- The spend to date has raised slightly comparing to last month and is now again joining the earned value. As we reach the end of beta and complete the live phase we expect the earned value to reach its peak reflecting the work completed.

Period	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
Earned Value	75%	79%	81%	85.8%	88.5%	90.6%
Spend to date	75%	87%	88%	91.2%	92.1%	92.9%
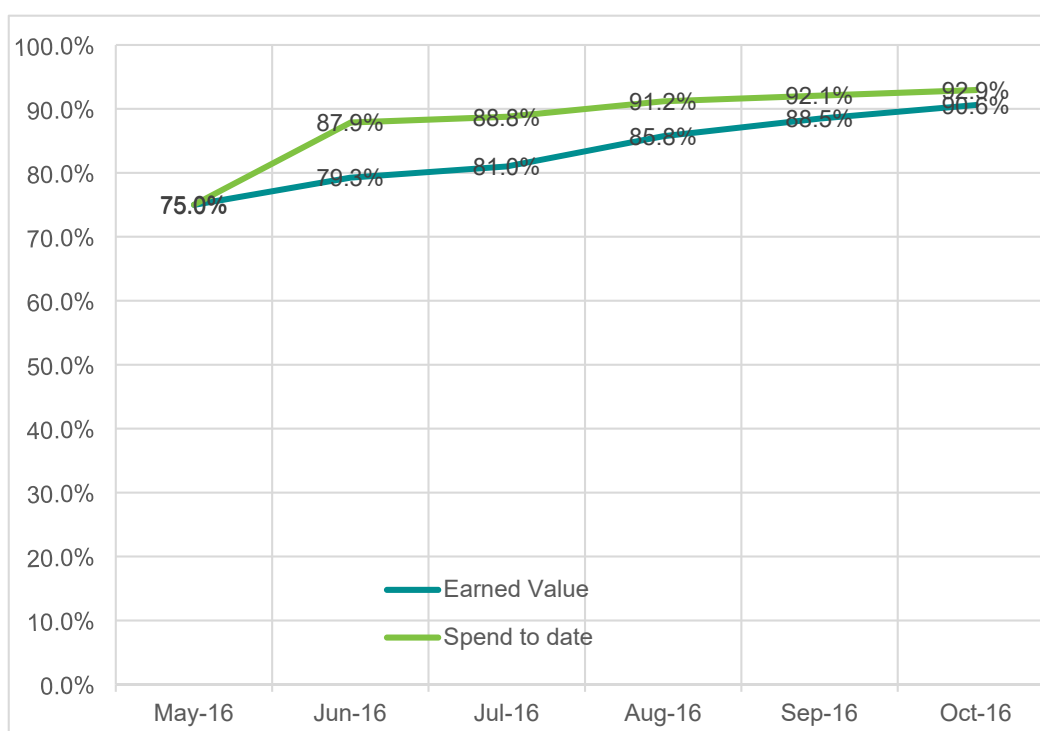
6. Recommendation:

6.1. The Audit and Governance Committee is asked to:

- Note progress, risks and the budget position on IfQ.

- Note in particular the update on the new risks.

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7. Annexes:

- Annex A: Timeline for the remaining IfQ Beta phase

Attachment – **Proposed** Release Plan for IfQ Release 2 Sprints

	27 Jun '16	18 Jul '16	08 Aug '16	29 Aug '16	19 Sep '16	10 Oct '16	31 Oct '16	Today	12 Dec '16	02 Jan '17	23 Jan '17	13 Feb '17	06 Mar '17	27 Mar '17	17 Apr '17	08 May '17	29 May '17

Start
Wed 15/06/16

Finish
Tue 06/06/17

Beta Phase
15/06/16 - 20/09/16

Live Phase
21/09/16 - 11/04/17

BAU
12/04/17 - 09/05/17

| Sprint 0 15/06/16 - 28/06/16 | Sprint 1 29/06/16 - 12/07/16 | Sprint 2 13/07/16 - 26/07/16 | Sprint 3 27/07/16 - 09/08/16 | Sprint 4 10/08/16 - 23/08/16 | Sprint 5 24/08/16 - 06/09/16 | Sprint 6 07/09/16 - 20/09/16 | Sprint 7 21/09/16 - 04/10/16 | Sprint 8 05/10/16 - 18/10/16 | Sprint 9 19/10/16 - 01/11/16 | Sprint 10 02/11/16 - 15/11/16 | Sprint 11 16/11/16 - 29/11/16 | Sprint 12 30/11/16 - 13/12/16 | | Sprint 13 04/01/17 - 17/01/17 | Sprint 14 18/01/17 - 31/01/17 | Sprint 15 01/02/17 - 14/02/17 | Sprint 16 15/02/17 - 28/02/17 | Sprint 17 01/03/17 - 14/03/17 | Sprint 18 15/03/17 - 28/03/17 | Sprint 19 29/03/17 - 11/04/17 |

BAU Timebox 1
12/04/17 - 09/05/17

EDI UX and Design
21/09/16 - 09/05/17

Engagement

Prototype designs

Modify and integrate front end designs

RITA UX and Design

User Testing

Modify and integrate front end designs
04/01/17 - 09/05/17

EDI Back-End Development
15/06/16 - 06/06/17

| MVC Basic Function | F1 - Proto Registrations | F2 - Prototype Cycles 10/08/16 - 04/10/16 | F1 - Enter Full Registrations | F1 - Update | Handover (IS ext | | Transition to live | F2 - Full Cycles 18/01/17 - 11/04/17 | F0 - Manage Deletions | Transition and Deploy |

F3 - Prototype Treatments
10/08/16 - 04/10/16

F2 - Basic Cycles
02/11/16 - 13/12/16

F3 - Full Treatments
18/01/17 - 11/04/17

F5 - F6 - Manage Housekee

F4 - Prototype Activities
10/08/16 - 04/10/16

F3 - Basic Treatments
02/11/16 - 13/12/16

F4 - Full Activities
18/01/17 - 11/04/17

RITA MVP non-Report

Transition and Deploy Beta Build

F4 - Basic Activities
02/11/16 - 13/12/16

Billing
18/01/17 - 28/03/17

F5 - EDI MVP Reporting
02/11/16 - 13/12/16

RITA MVP Reporting
04/01/17 - 14/02/17

F7 - Manage Support / OTR

Infrastructure
15/06/16 - 28/03/17

Agree API Structure
15/06/16 - 26/07/16

R2 Dev Int

Multicentre log in

Fork Codebase RITA

Architecture

Finalise New Register
15/06/16 - 26/07/16

F6 - 2FA
16/11/16 - 13/12/16

CAC (Internal Integration)

Basic Search Engine

Image Store
13/07/16 - 23/08/16

Basic Report engine

Penetration

EPRS Engagement
15/06/16 - 09/05/17

| TL1 15/06/16 - 20/09/16 | TL2 21/09/16 - 13/12/16 | TL3 04/01/17 - 28/02/17 | TL4 01/03/17 - 28/03/17 | TL5 29/03/17 - 11/04/17 |

Northdoo

North door

CLAS Consultant
01/03/17 - 28/03/17

Data Migration
15/06/16 - 11/04/17

Prepare Training Materials
04/01/17 - 09/05/17

| End Ivan G 09/09/16 | UAT - CP - R2 05/10/16 | End Rahul 31/10/16 | November Authority 16/11/16 | End Pat 25/11/16 | Christmas 25/12/16 | DH/GDS - CP - R2 04/01/17 |