

## System Review

### Highlight Report – System Review – Project Phase: In discovery

<b>Date of Report:</b>	22 <sup>th</sup> May 2019	<b>Upcoming Milestones</b>		
<b>Project Lead</b>	Mark Spiller	<b>Item</b>	<b>Due</b> (* = estimated)	<b>Status</b>
<b>Prepared by:</b>	Tom Lewis	Business Analyst in post	17 <sup>th</sup> April	Complete
<b>Project RAG Status</b>	<b>Green</b>			
<b>Project Scope</b>		Lewes based admin team workshop	22 <sup>nd</sup> May	Complete
Review the market and the available pension administration systems to ensure the system in use for the Orbis Pension Administration service continues to meet the necessary requirements for all members within the partnership.		ESCC Fund workshop	13 <sup>th</sup> June	On schedule
		End of BA discovery	12 <sup>th</sup> July	On schedule

### Project Summary

At the end of April 2019, the Pension Project Team appointed a Business Analyst (BA) to undertake the initial discovery phase of this project. During the 12 weeks, the BA is with Orbis there will be a number of workshops taking place with our key users, partners and members to begin understanding the requirements of all our stakeholders. A workshop has been agreed during June that will include the stakeholders from East Sussex pension fund as part of the requirement gathering.

By the end of this discovery phase, the BA will produce a number of key documents providing information including an impact analysis, an outline business case and a non-functional / functional specification, which will be used as part of a potential tendering process later on this financial year.

The decision to obtain a new system will be made once all research and analysis has taken place, with the aim to produce a business case showcasing all potential options later this year. Whichever path is chosen, the admin service is aiming to move forward with a digital transformation that will see an increase in the use of member self-service for members and employers plus, more efficient processes within the administration service.

