System Review

Highlight Report – System Review – Project Phase: In discovery

Date of Report:	2nd August 2019	Upcoming Milestones		
Project Lead	Mark Spiller	**Item**	**Due** (* = estimated)	**Status**
Prepared by:	Andrew Marson	ESCC Fund workshop	13th June	Complete
Project RAG Status	**Green**	End of BA discovery	12th July	Complete
	Project Scope	Formation of the initial project board	1st Sep	On schedule
	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.	Finalisation of Business Case.	24nd Sep	On schedule

Project Summary

The BA has produced a number of key documents including an outline draft business case and a non-functional / functional specification, which will be used as part of a potential tendering process. This document has been produced following working shops with all funds and internal staff. With extensive root to market research.

Work now begins of forming the project board and finalising the Business Case. 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.

Engagement with Surrey Procurement in order to follow due governance process and inclusion on forward planning for Cabinet is happening to plan.

Key Risks & Issues

Item	RAG	Detail	Action/Update