System Review

Highlight Report – System Review – Project Phase: In discovery

Date of Report:	15th October 2019			Upcoming Milestones		
Project Lead	Mark Spiller			Item	Due (* = estimated)	Status
Prepared by:	Clare Chambers			Contract alignment	29th Nov	On Schedule
Project RAG Status	**Green**			Full review kick off	13th Jan	On Schedule
	Project Scope					
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.						

Project Summary

Having undertaken a detailed analysis and having now explored this further with SCC Procurement, the Pension Admin Service will need to undertake a full procurement process to explore all other system providers in the market.

The first step in this process will be to agree a short term extension with our current supplier Heywood to give the Project Team the sufficient time period to carry out this full review and tender process. Once this has been agreed, engagement with procurement will begin in full, along with other key services such as IMT to begin working on creating a full functional specification document.

Based on time frames, it is anticipated the full review will begin in January 2020.

Key Risks & Issues

Item	RAG	Detail	Action/Update