

## Highlight Report – i-Connect – Project Phase: In delivery

<b>Date of Report:</b>	10 <sup>th</sup> February 2020	<b>Upcoming Milestones</b>		
<b>Period Covered</b>	18.01.2020 – 09.02.2020	<b>Item</b>	<b>Due</b> (* = estimated)	<b>Status</b>
<b>Prepared by:</b>	Amy Wallace	Creation of payroll extract file	29/02/20	On schedule
<b>Proposed RAG status</b>	<b>Green</b>			
<b>Project Scope</b>		Connectivity established with Altair	31/01/20	Complete
To implement i-Connect, which is a system to manage data flow from the employer to administrator, across each fund as they come on board. Implementation will cover connectivity between Altair and i-Connect; creating administering authority central data store parameters, user profile, email preferences/configuration; creating workflow configuration; on boarding of employers/creation of employer profiles; creation of employer payrolls; execution of data cleansing reports and completion of standard acceptance tests.		User Acceptance Testing with Pensions	25/02/20	On schedule
		Engagement with employers - newsletter	29/02/20	On schedule

### Project Summary

The implementation plan is underway. There was a delay with the testing due to VPN connectivity issues. However, colleagues in IT&D have resolved this issue and connectivity has now been established. Therefore implementation can now begin. The next steps are:

- I-Connect need to carry out testing to make sure that the connectivity is working and set up the demo site.
- User acceptance testing with the Pensions Team and i-Connect will be taking place within the next month. The Implementation Lead from i-Connect will be visiting at the time of the user acceptance testing to assist and meet with the main Surrey employer, who will be the first to go live.
- The SAP file needs to be built so that the main Surrey and East Sussex employer can test and load the data from Payroll to i-Connect. A meeting has taken place with the SAP team and main Surrey employer to discuss what is needed and these discussions are ongoing to ensure that the SAP extract file can be built within the necessary timescales.

**Key Risks & Issues**

Item	RAG	Detail	Action/Update
<b>Go live timescales</b>		The go live dates for i-Connect have been pushed back to June 2020 as there was a delay in signing the contracts.	June 2020 is a more manageable go live date as it avoids the busy end of year period for Payroll.
<b>Resource level in ESCC Payroll Team</b>		There is restricted resource in Mandy Clackson's team so it may pose an issue to change the monthly process, as the workload may increase initially.	Surrey Payroll will go live first and East Sussex should be able to use the same payroll extract file which will save some time. The go live date can be pushed back to a more convenient time if necessary.