CFO/116/12 APPENDIX B

Project Risk Log
Merseyside Fire & Rescue Service

Section 1 - Overview

Project Name

Integrated HR/Payroll & FMIS Project

Project Manager

Mike Davies - Exchequer Services Manager

Project Sponsor

Ian Cummins - Head of Finance

Department/Station

Service Headquarters

Section

Finance

Description - The purpose of the Project Risk Log

To assess, monitor and reduce risks to enable the Project to deliver its desired outcomes within the time available.
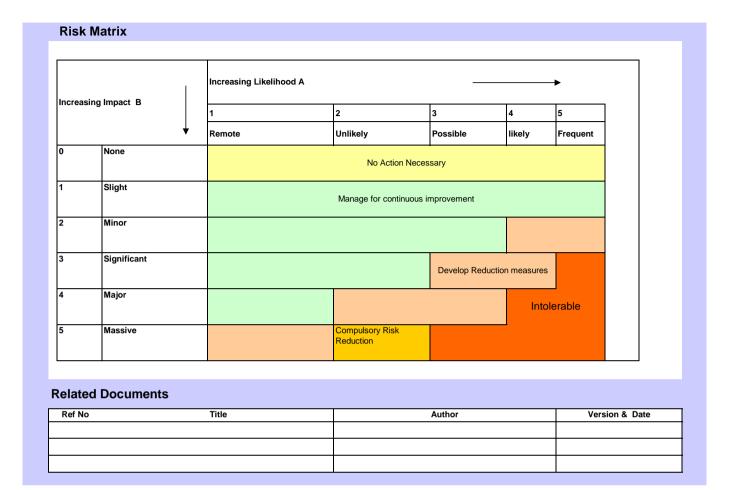
Section 2 - Detail

Risk Log

Risk / Risk No	Project Risk	Control Method	Status	Owner	Issue and/or Exception report raised?	Date of Last Review	Risk Score A X B below
P1	Project Manager is absent from the project for any significant period of time.	Financial Systems Manager to assume the role of Project Manager until the Project Manager returns.		Head of Finance	N/A	10/5/12	6
P2	Financial Systems Manager is absent from the project for any significant period of time.	**Option 1:** Arrange for a secondee from telent to join the Project Team to provide technical advice and support. **Option 2:** Arrange to procure consultancy services to provide technical advice and support to the Project Team.		Head of Finance	N/A	10/5/12	8
P3	FMIS Project Support Officer is absent from the project for any significant period of time.	Arrange for a secondee to join the Project Team to provide appropriate administrative support.		FMIS Project Manager	N/A	10/5/12	4
P4	Project Board members \ Team Managers fail to respond to requests within specified and reasonable timeframes i.e. availability for or attendance at "Project Critical" meetings, tender evaluation, scorecard development, tender scoring.	Monitor progress of allocated tasks. Establish reasons for delayed response. If required, seek Line Manager approval that time be dedicated to the completion of "Project Critical" tasks as top priority.	On-going	FMIS Project Manager	N/A	10/5/12	12
P5	Tenderers fail to respond, or respond inappropriately, to requests within specified and reasonable timeframes to assist in the evaluation process.	Monitor progress of allocated tasks. Establish reasons for delayed response and seek further clarification if responses received are inappropriate.	On-going	FMIS Project Manager	N/A	10/5/12	12

P6	Chosen FMIS Service Provider fails to respond, or respond inappropriately, to requests within specified and reasonable timeframes to assist in the demonstration, implementation process including availability for or attendance at implementation meetings, system workshops, system "sign-off"	Monitor progress of allocated tasks. Establish reasons for delayed response and seek further clarification if responses received are inappropriate.	On-going	FMIS Project Manager	N/A	10/5/12	**16**
P6	"Go-live" with systems mid-way through the 2013/14 financial year and the accessibility of archived data using legacy systems.	Obtain quotations from current FMIS provider for extending the contract to 31/3/14 (and up to 30/6/14) to enable 2013/14 final accounts to be produced - work with Legal Services to give full consideration to the legal implications of such an extension in light of EU procurement rules. Work with prospective suppliers to make data accessible where possible using whatever method is available.	On-going	FMIS Project Manager	N/A	14/5/12	16
P7	Support provided by 2e2 for Midland Payroll does not extend to RTI that all Authorities must have in place by October 2013 (some April 2013).	Ensure 2e2 honour their contractual obligation to make available to MFR a fully operational Payroll application for the life of the FMIS contract that must include fully compliant RTI functionality.	On-going	FMIS Manager	N/A	11/5/12	15
P8	The potential delay to the procurement process if a decision was made to allow telent's inclusion in the procurement process that would then require the process to be subject to OJEU rules and timeframes.	Executive Board on 31/7/12 to approve preferred procurement route.	On-going	FMIS Manager	N/A	12/7/12	15

Strategic Planning
Programme and Project management
                Project Risk Log
                MFRS/PPM/012
Issue 1

P9	The impact of continuing to pay for Sophtlogic (that is not charged on a modular basis) when data requirements are processed using a new application procured as part of the FMIS Project. The budget used to pay for Sophtlogic will be required to pay for the new Integrated HR & Payroll application.	M Hulme to consider the contractual arrangements with Sophtlogic to determine what flexibility is available within the Charging Schedule to reduce (or remove) the Authority's financial commitment if needed. M Hulme to report back to the next FMIS Project Board with details of the outcome of the meeting with Sophtlogic scheduled to take place on 8 August 2012.	On-going	Applications Manager	N/A	12/7/12	12
P10	Support provided by 2e2 for Midland Payroll does not extend to Services Packs to reflect changes announced the Autumn Statement that would render the Authority's Payroll as non-compliant with PAYE rules.	Ensure 2e2 honour their contractual obligation to make available to MFR a fully operational Payroll application for the life of the FMIS contract that must include fully compliant PAYE functionality.	On-going	FMIS Manager	N/A	8/8/12	15

Risk Matrix

Increasing Impact B		Increasing Likelihood A				→
		1	**2**	**3**	**4**	**5**
		Remote	Unlikely	Possible	likely	Frequent
0	**None**	No Action Necessary				
1	**Slight**	Manage for continuous improvement				
2	**Minor**					
3	**Significant**			Develop Reduction measures		
4	**Major**				Intolerable	
5	**Massive**		Compulsory Risk Reduction			

Related Documents

Ref No	Title	Author	Version & Date

Section 3 - Distribution and Sign Off

Distribution List

Name	Position	I/R
Jeff Edwards	Programme & Project Manager	

Sign Off List

Name	Position
Jeff Edwards	Programme & Project Manager

Amendment History

Version/Issue No	Date	Author	Remarks/Reason for change

Version History

Name	Date	Version	Amendments
Jeff Edwards	17/05/2005	001	Version 001 issued