PROJECT MANDATE

Project name   Oracle Financials – Upgrade/Reimplementation to R12

Project Sponsor:	Dawn Garton
Project Manager:	Rebecca Barker

Purpose: To maintain the Council's ability to manage its financial information

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The customer(s), the user(s) and any other known stakeholders	

Project Classification:
  (i) More than 100 hours
  (ii) £10k revenue/capital costs/savings
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Funding Source:

External Funding:

Costing Overview:

Capital/Revenue

	£	**Comment**
Initial costs	**120,000**	Initial estimate based on previous upgrade
External funding	**0**	
Net cost	**120,000**	
Ongoing savings		
Phasing		Completion can be delayed into late 2013/early 2014 to take advantage of available resources to fit with Financial Services work Plans Improvements to the existing version R11 of the Oracle Financials suite should be phased in this financial year that will enable some improved functionality and prepare for the later upgrade timing. An Oracle Health Check will be carried out on the 5th and 6th of July by Patech to establish enhancements that can be made to Version R11 and associated costs. Oracle Web ADI (electronic journals) will be implemented within these 2 days and included in the £1790 cost.

Background: The current version of the Council's strategic Finance system will not be supported after Oct 2013. While an upgrade/reimplementation should be carried out before that date it is now clear that the existing R11 version of the software can be retained for a slightly longer period to enable the work to be carried out to fit with other work requirements. . Previous upgrades have been carried out by external resources, and it is clear this upgrade will also require similar resources and may take up to 6 months.

Project objectives: Phase 1 objectives prior to the upgrade should include Oracle Web ADI (electronic journals), Year End (reversal of journals) and Oracle Public Sector Finance (payroll interface) and if possible a link with the EDM improvements project to enable to automatic scanning and processing of invoices. An initial Oracle health check will be carried out in July 2012.
Phase 2 objectives arising out of the R12 upgrade/reimplementation are still to be quatified but will include the incorporating receivables back into the Oracle Finacials siute and the abandonment of ACL, implementation of an Oracle Reporting Tool. Substantial training will also be required to obtain sufficient skills transfer.

Scope: Short term improvements during this financial year followed by a full scale upgrade/reimplementation in 2013/14

Constraints:	Availability of internal database support and staff resources. Server memory will need to be assessed before the upgrade/reimplementation as the current SUN server may not be sufficient.
Interfaces: (internal/ external)	Possible interface with improved EDM in the short term. The use of Oracle Public Sector Finance module will allow us to interface with payroll (CHRIS21) which will require consultancy setup.
Impact on services:	This will ensure the Council has a supportable system, and provide improved functionality and, potentially, better management information.
Outline Business Case: (reasons)	The Council's financial data and information to ensure the financial well-being of the Council will be at risk if this is not completed by Oct 2013
Project tolerances: (critical success factors) Completion criteria/exit strategy:	Availability of funding
Reference to any associated documents or products:	
List customer(s), the user(s) and any other known stakeholders:	Financial Services, Budget Holders, Customers, Members, CMT/MT, all Council Staff, Internal and External Auditors

Will an equalities impact assessment be undertaken on the proposal: Yes/<u>No</u>

Outline Project Plan:

Phase	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Dates:	Jul 12	Oct 12	Jan 13	Apr13	Jul 13	Oct 13	Jan 14	Apr14
Oracle Health Check	▓							
Implement immediate improvements in R11	▓	▓	▓	▓				
Full scale upgrade to R12						▓	▓	▓

Please use blocks of grey fill to indicate the timescale for each stage

Estimated Project Cost:

Phase	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Dates:	Jul 12	Oct 12	Jan 13	Apr13	Jul 13	Oct 13	Jan 14	Apr14
PROJECT COSTS								
Oracle Health Check	£895							
Service staff days								
Change team days								
ICT team days								
Other staff days*								
Total internal days								
Internal cost								
External staff days**								
External staff cost								
Software cost								
Hardware cost								
Data cost								
Training cost								
Other external costs								
Total external cost: Costs will not be known until Health Check carried out								
Total initial cost								
ANNUAL COSTS								
Annual external cost								
Annual internal cost***								
Total annual cost								

Each grey filled area in the project plan must have a costed entry in this table

* Other staff days	Other internal staff required to deliver the project
** External staff days	External expertise required to deliver the project
***Annual internal cost	Covers all additional annual running costs, including additional staff, expertise, training, cost of IT support to the system, additional backups, DR implications etc.