

Project Highlight Report: Pensions Administration Transition

Project Name:	Pensions Administration Transition (PAT)		
Project sponsor:	Anisa Darr	Reference number:	Period 2
Project Director:	Nigel Keogh	Report period:	May 2020
Report Summary: (Overall progress and what has changed since the last report)	<p>Good progress is being made across all work streams. First data cut milestone was achieved -WYPF now reviewing the data received. Individual staff consultations regarding TUPE have commenced. First member communications have been agreed and will be issued with ABS – employers to be notified via employer newsletter. WYPF and LBB are liaising regarding policies and procedures going forward – employer monthly report pilot to commence in June. Finance workstream actions are on track. Project Team continues to meet fortnightly to report progress and review workstream task lists for completeness. PID remains in draft pending clearance of the data rectification SPIR (see dependencies below). Data Protection Impact Assessment has been signed off by LBB IM Team. Section 101 agreement currently with LBB for final review.</p>		

Project Summary

Key indicators & Direction of Travel

Direction of travel guidance			Rag guidance		
→	Horizontal	Same RAG as previous highlight report	G	Green	No deviation, plan is on track
↗	Tilted upward	Better RAG than previous report	A	Amber	Deviation is likely – mitigation is being planned to remain on track
↘	Tilted downward	Worse RAG than previous report	R	Red	Deviation has occurred – decision is needed immediately

OVERALL	→	On track	
CATEGORY	Direction of Travel	Comment	RAG
TIME	→	1 November deadline remains viable.	
COST	→	No cost issues at present	
QUALITY	→	No quality concerns at present	
RESOURCES	→	Sufficient resource being made available	

Section 1: Schedule & Key Milestones

Key Milestones	Planned Date	Actual/Forecasted Date	Slippage	Comments	RAG
First data cut	21/05/2020	21/05/2020	None	Data extract will commence 21 May and will take several days to complete	Com
Second data cut	23/07/2020	23/07/2020	None	The requirement for this extract is dependent on the quality of the first extract. Requirement to be confirmed (yes/no) and communicated to Capita by 20 July 2020.	G
Final data cut	16/10/2020	16/10/2020	None	Capita to cease payroll input for mid-month payroll on 7 October. Capita to cease payroll input for end-month payroll and member record updating 15 October 2020.	G

WYPF commence live service	01/11/2020	01/11/2020	None		G
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Section 3: Summary of Top Risks

Note: grey boxes indicate risks that have been previously reported but remain in the highlight report for on-going monitoring due to their overall probability and impact. **Bold** indicates new items.

Description	Controls and mitigations in place	Risk Owner	Nature of Risk	Residual Risk (with controls in place)			Target Risk	
				Impact	Likelihood	Score	Impact	Likelihood
Please refer to risk register – one new risk identified (PR7)								

Section 4: Summary of Top Issues

Note: grey boxes indicate issues that have been previously reported but remain in the highlight report for on-going monitoring due to their overall impact. **Bold** indicates new items.

Decision, Action or Escalate	Description	Cause/Consequence	Action(s) in place	Assigned To	Nature	Impact	Score
	None to report						

Section 5: Dependencies / Enablers

Description	Action Required	Assigned to	Target Date	Forecast Date	RAG
Data rectification plan	Agree plan and reflect agreed actions in the PID and Capita Exit Plan	Nigel Keogh/George Bruce/Scott Harriot	07/05/2020	07/05/2020	R