

WYPF/LBB/Capita

Transfer of Pension Administration to WYPF

Risk Register

Date: 04/06/20

Version: 0.2

High

1

Medium

6

Low

0

TOTAL

7

Risk Ref	Date Raised	Raised By	Description of Risk	Consequence	RISK ASSESSMENT				RISK MITIGATION ACTIONS			Status
					Risk Type	Impact on Project Objectives	Likelihood of Occurrence	Risk Level	ACTION PLAN / COUNTER MEASURES	Risk Owner	Comments	
Unique Identifier				IMPACT Effect, result or outcome of risk occurring	Financial, Operational, Reputational	1 = Negligible 2=Minor 3=Major 4=Critical	1 = Unlikely 2 = Possible 3 = Probable 4 = Almost certain		Action's proposed in order to manage the risk or the current measures that are in place to control the risk. (Accept, reject, transfer or risk reduction)	Person responsible for leading action	Progress / Risk Level Update / Reasons for achieving closure or control measures.	Open, closed
PR1	17.03.2020	Yunus Gajra	Timescale for transition - Go Live is currently planned for 1st November. 1st data cut is planned for May 2020, which will allow WYPF 6 months to develop a completely new pensioner payroll load routine and conduct a parallel payroll testing.	If test data cut is not provided as scheduled for any reason it will significantly impact WYPF's development schedule. If data is not loaded by 1st week in November 2020 there is a risk that Pensioners due to be paid mid month would not be made by WYPF's payroll system	O / F / R	4	1	4	WYPF are committed to delivering this project to timescale. The timing of the test data extract and parallel payroll run have been scheduled to allow WYPF adequate time possible to prepare for core functions to be available from go live. However, this may change in the event that data cuts timescales are not met.	Yunus Gajra		Open
PR2	17.03.2020	Yunus Gajra	Key Project Team staff on long term unplanned absence or unavailable for long periods of the project lifespan or at key event points in the transition	Key milestones and targets are not being met which will impact the project's progress, timescales, quality and ultimately delay the GoLive date.	R / O / F	4	2	8	Ensure sufficient number of staff involved to ensure cover if a member of the team is absent. Specified deputy for each role in the project team. Ensure all aspects of work are documented to enable another member of staff to pick up where left off. Ensure staff have ability to work remotely or from home. Regular stress risk assessments to be carried out in line with council policy to ensure staff not exposed to excessive levels of stress.	Yunus Gajra/Nigel Keogh/Laura Williams		Open
PR3	17.3.2020	Yunus Gajra	Coronavirus Pandemic leads to full office closure	IT systems/data are not fully accessible.	O	2	4	6	Remotel access to systems is available to all staff. Conduct meetings by conference call.	Yunus Gajra/Nigel Keogh/Laura Williams		
PR4	17.03.2020	Yunus Gajra	Staff workloads significantly increased. Resources are being drawn from existing staff. Some staff have their substantive responsibilities to attend to, as well as their duties to this project.	Project team staff not available for meetings, not complete tasks allocated to them. Key milestones and targets are not met which will impact on the projects progress, timescales, quality and ultimately delay the GoLive date.	O	3	2	6	Ensure sufficient number of staff involved to ensure cover if a member of the team is absent. Ensure all aspects of work are documented to enable another member of staff to pick up where left off. Regular stress risk assessments to be carried out in line with council policy to ensure staff not exposed to excessive levels of stress.	Yunus Gajra/Nigel Keogh/Laura Williams		Open
PR5	17.03.2020	Yunus Gajra	WYPF have no experience of loading PAYROLL data from a Hartlink pension administration system - new load routines will need developing.	Data conversion could take longer than planned. Data could be misinterpreted and therefore loaded into UPM incorrectly	R / O / F	4	1	4	Map data to UPM tables as soon as possible and submit queries to LBB/ Capita as soon as they arise. Obtain Payroll reports and documents from Capita to check data load against. Capita to complete and return WYPF's Administration, Pensioner Payroll and Document/Record Questionnaires.	Hafiz Rahman		Open
PR6	17.03.2020	Yunus Gajra	Quality of data is poor	Incorrect or incomplete data will be loaded into UPM which will result in insufficient data to build full member records.	R / O / F	3	2	6	Resolve data issues during conversion in a timely manner. Allow sufficient time for data review after each data cut is received.	Hafiz Rahman		Open
PR7	02/06/2020	Nigel Keogh	Key Project staff required to/choose to use extended annual leave at key event points in the transition	Key milestones and targets are not being met which will impact the project's progress, timescales, quality and ultimately delay the GoLive date.	R / O / F	3	2	6	Ensure sufficient number of staff involved to ensure cover if a member of the team is absent. Specified deputy for each role in the project team. LBB/Capita/WYPF to review annual leave policies. Ensure all aspects of work are documented to enable another member of staff to pick up where left off.	Yunus Gajra/Nigel Keogh/Laura Williams		Open

