

Date:	08/04/11	Project:	H&F Pre-Pay / Lifestyle Card - scoping
--------------	----------	-----------------	--

Overall Status (this period) is:	Amber
---	-------

Status Summary	Cost	Schedule	Benefits Realisation	Quality	Vendor Issues	Stake holders	Project Team
This report	Amber	Amber	Amber	Green	Amber	Amber	Green

General Information

Project Manager: Howell Huws Project Start Date: 23/07/10
 Project Sponsor: Jackie Hudson Project Completion Date: 31/12/10

Project Update: *summary of position as at:* 08/04/11

The procurement process for the H&F branded card is now complete, with responses and clarifications received and evaluation undertaken. This is now being formalised in an assessment. A separate paper, outlining how a prepaid card could support the introduction of cashless parking, will go to the Leader alongside the assessment paper ruling out the branded card.

The critical issue for the timetable is the completion of modelling on numbers and discount levels to be offered. This will be required to ensure the opportunity is sufficiently attractive to potential providers. The specification that was previously developed for the branded card can be adapted for cashless parking relatively quickly.

Activities:

Since last report (insert date):	17/01/11
----------------------------------	----------

- Revised initial assessment report
- Produced report assessing the way forward for the branded card

Before next report (insert due date):	22/04/11
---------------------------------------	----------

- Set out new plan for the way forward, including key milestones
- Revised governance arrangements

Traffic Light Report Legend Key

Missed	Probable Slippage	Possible Slippage	On Track	On Hold	Completed
Black	Red	Amber	Green	On Hold	Done

Key Milestones	Completion Date			Status
	Planned	Revised	Actual	
Agree specification for pilot	25/11/10		25/11/10	Done
Agree evaluation criteria for pilot	06/12/10			Green
Issue tender	06/12/10			Green
Receive responses back	19/12/10			Green
Undertake tender appraisal	07/01/11			Green
Produce paper for EMT after procurement	12/01/11			Green
Let contract	31/01/11			Green

Commentary:

Key Dependencies

Other projects that are **depending upon you**

Item	Project or Department or Service	Completion Date			Status
		Planned	Revised	Actual	

Other projects that **you are depending upon**

Item	Project or Department or Service	Completion Date			Status
		Planned	Revised	Actual	

Key Issues (Top 5 maximum)

Description	Impact	Proposed Solution	Actions / Comments
Providers are unwilling / unable to offer a card that consumers are able to load money on.	<ul style="list-style-type: none"> Ability to use card to generate local spend will be affected Ability of providers to offer solution may restrict procurement choice and ability to determine value for money 	Reconsider scope of project to focus on council payments	Discuss with potential suppliers
Pilot will need to have clear exit strategy for customers to allow migration to any replacement scheme	Lack of exit strategy opens council to reputation issue	<ul style="list-style-type: none"> Discuss with potential providers Ensure user communications have exit strategy built in 	Address via communications
Part-time project manager	Lack of dedicated project manager means that progress will depend on other calls on PM's time,	Clarify project management arrangements once business case has been agreed	Accept

#N/A	#N/A	#N/A	#N/A
#N/A	#N/A	#N/A	#N/A

Key Risks (Top 5 maximum)

Description	Consequence	Proposed Action	Exposure	Escalate
Concern that benefits and proof of concept for pilot may not translate to commercial opportunities for wider roll-out, and how this would impact on wider roll-out business case	Result of pilot may be that there is no business case for wider commercial roll-out, resulting in card being limited to those in receipt of benefits, with the potential associated stigma	Review commercial opportunities as part of benefits workshop	12	Yes
No agreed budget	Lack of clear scope and therefore business case for project means identifying a source of funds of uncertain size is very complex	Review budget requirement soon based on scale of benefits	4	No
Lack of clear exit strategy at end of pilot may delay full-scale procurement	Lack of exit strategy opens council to procurement challenge	<ul style="list-style-type: none"> • Discuss with potential providers • Ensure contract has exit strategy built in (while also allowing for renewal) 	4	No
Procurement route is challenged by potential suppliers	Need to re-start procurement and/or pay compensation to suppliers	<ul style="list-style-type: none"> • Determine value of procurement by talking to suppliers around scope • Decision taken to issue a PIN • Ensure procurement follows guidance and pilot has a clear exit strategy enabling open procurement for full scope of card 	3	No
Benefit to residents of being able to rebuild their credit history may not be possible	Loss of benefit to residents (and motivation for take-up)	Investigate how a pre-pay card can be used to rebuild credit history Accepted that this will not be a benefit from the proposed scheme - ensure reflected in final paper	8	No