Project title
CCP12
Employee file online solution
Service
Customer and Corporate services
Officer responsible for project
Paul Reeves
What is the need for the project & how will it meet corporate objectives?
All employee HR files are currently in paper copy stored in cabinets in employee services. Employee files should be available electronically for both accessibility and business continuity purposes. The corporate standard for document management where there is a line of business application is to store the documents in Civica W2 and link to them from that system (in this case Midland iTrent).
How will the project be managed?
Project plan and progress meetings IT Change Advisory board and IT Strategy meeting.
Key project target dates and milestones
Eg tender, start on site, completion May 2016   Agree solution June 2016   test scanning and indexing August 2016 live scanning and indexing October 2016 live link from iTrent
What are the potential risks to the successful completion of the project?
Agreement of where scanning of Employee files will take place Resource and structure in Employee Services team

Capital cost & phasing				
Eg land, equipment, fees, contractor	**2016/17** £	**2017/18** £	**2018/19** £	**Total** £
Software	£15,000	£5,000		
Scanning	£10,000	£5,000		
Total Capital Cost	**£25,000**	**£10,000**		
How the cost Will Be Funded?				
Eg grants, S106 funding, WBC Capital	**2016/17** £	**2017/18** £	**2018/19** £	**Total** £
WBC Capital	£25,000			
Total Funding	**£25,000**			
Will there be any ongoing costs or savings?				
Ongoing support cost £3,000				
What is the environmental impact, including carbon implications? (if applicable)				
N/A				
Has an equality impact assessment been carried out?				
☐ Yes ☐ No ☒ N/A				
How will this project be publicised/branded?				
NA – internal to team process.				