

Office Relocation EDMS Project Progress Report – November 2012

The Electronic Data/Document Management System project has a number of objectives, the progress against each is commented on below:

EDMS upgrade

Completed.

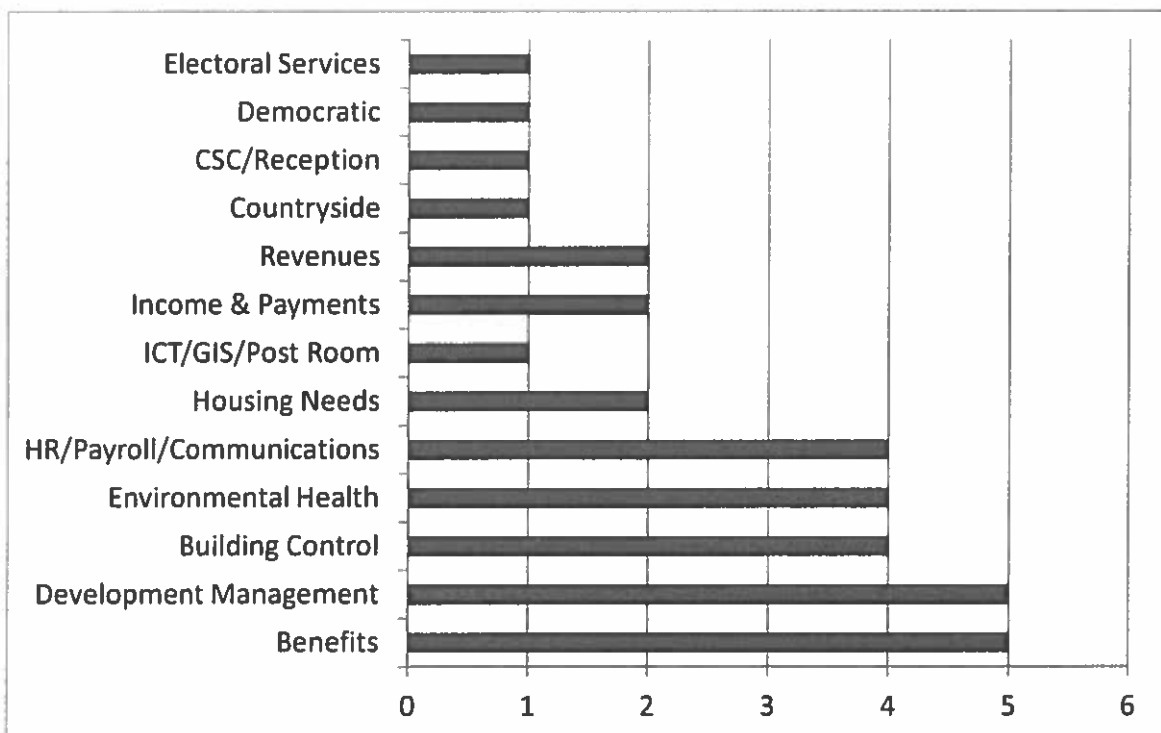
Also, presentation given to Full Council to update them on the progress on the EDMS project.

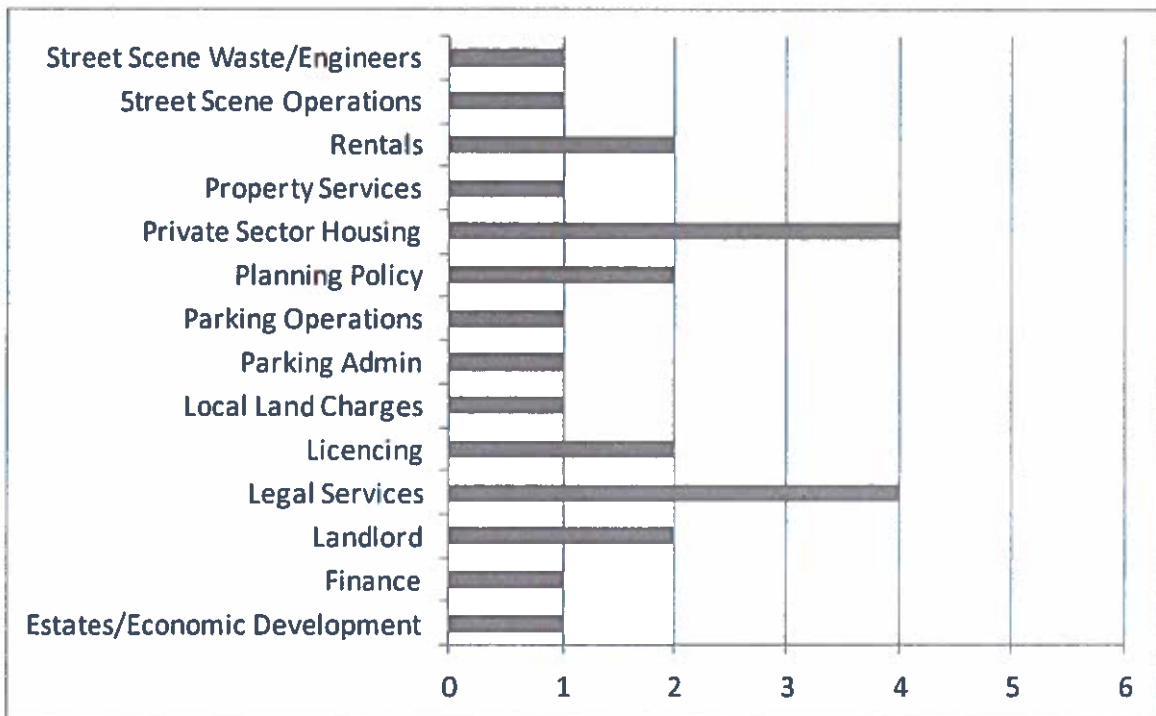
Make all Service transactions electronic and Back Scan 'Live' Documents

We have now engaged with every service. Progress on the large areas such as Housing has been made and now a 'mop up' process is being carried out to move all services forward.

We are currently on track with the rollout.

The graph below shows our current position in relation to the progress of the project. The key to the stages is:





Graph 1 – Part 2 – Current Progress

Key for Graphs:

0 – Service Yet To Engaged, 1 - Service Being Scoped, 2 - Service Completing User Acceptance Testing, 3 - Service Gone Live , 4 - Back Captured Being Scoped, 5 - Back Captured Being Undertaken, 6 - Back Captured Full Completed

Back Scan ‘Live’ Documents and Paper Disposal and space recovery

Planning – Partially captured 2002, and just moving into the remaining files from 2003 to 2009.

Benefits – Approximately 28% of the way through the back capture of historic files.

HR – Still evaluating the back capture requirements and costing options.

Legal – Still evaluating the back capture requirements and costing options.

Housing – Still evaluating the back capture requirements and costing options.

Income & Payments - Still evaluating the back capture requirements and costing options.

We expect to have the full back scan requirements in early December.

Wayne Belle and Martin Millmow November 2012