



# Statewide Strategic Workforce Development Planning Project Interim Progress Report 1

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## Prepared By:

Document Owner(s)	Project/Organization Role
Mandy Geary	IEPCP Executive Officer
Jane Henty	IEPCP ICDM Programs Coordinator

## Project Interim Progress Report Version Control

Version	Date	Author	Change Description
1.0	17 December	Mandy Geary	Document created
2.0	19 December	Jane Henty	Document Reviewed
3.0	23 December	Mandy Geary	Document Finalised & Submitted

## Interim Progress Report Purpose

Interim Progress Reports will be used as a means of formal regular reporting on the status of the Statewide PCP Strategic Workforce Development Planning Project to key project stakeholders, including the Project Supervisors (Workforce Development Branch and Integrated Care Branch, Department of Health), Project Advisory Group, IEPCP Executive Committee (as Lead Agency) and key stakeholders (Statewide PCP Executive Officers and ICDM Network members).

## Project Interim Progress Report Process

Interim Progress Reports report the status of the project measured against planned activities, deliverables and milestones as documented in the detailed project plan and GANTT charts.

Reports will detail:

1. Status of the Project in general terms
2. Milestone deliverables achieved for the reporting period
3. Project impact (success or failure) of milestone deliverables for the reporting period
4. Risks and Issues Management Report specifying any changes to the risk assessment undertaken at project initiation and mitigation/management strategies implemented to manage these effectively
5. Project Variances that may arise from issues or risks encountered and associated recommendations for next reporting period
6. Milestone and deliverable targets to be met in the next reporting period.

## Interim Progress Report Details

<b>Statewide PCP Strategic Workforce Innovation Project</b>		
Prepared By: Mandy Geary Jane Henty	Date: 23/12/11	Reporting Period: 4 October 2011 to 20 December 2011
<p><b>Project Overall Status:</b></p> <p>Overall, the project is progressing and will meet the timelines and deliverables as planned. The resignation of the project worker mid-December (effective start of January 2012), and absence on leave of the IEPCP ICDM Programs Coordinator Jane Henty also during January 2012 will impact timelines slightly until recruitment of another worker can be finalised. The risk to the project arising from this situation will be mitigated by the oversight of project activities by the IEPCP Executive Officer M Geary during this period.</p>		
<p><b>Project Summary:</b></p> <p>Project Initiation, planning and 'scoping' or information gathering phases are either completed or on track. Initial engagement of key stakeholders has occurred with good results re participation at project governance level (Project Advisory Group), individual introductions to Statewide PCP ICDM workers, consultations via focus groups and completion of a literature review re ICDM competencies.</p>		

**Milestone Deliverables performance reporting over last period**

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1 Complete Planning and Initiation Phase			
<ul style="list-style-type: none"> <li>Submit detailed project plan and supporting project documents</li> </ul>	20 Dec 2011	100%	Slight delay (3 days)
Milestone 2 Commence Implementation Phase: Information Gathering, stakeholder engagement			
<ul style="list-style-type: none"> <li>Conduct two focus groups</li> </ul>	Nov 2011	100%	On schedule
<ul style="list-style-type: none"> <li>Literature Review</li> </ul>	20 Dec 2011	100%	Slight delay (3 days)
<ul style="list-style-type: none"> <li>Participation in Price Waterhouse Cooper 'Evaluation Framework' project (Workforce Branch)</li> </ul>	Nov-Dec 2011	85%	Behind Schedule. Extensive revision of consultants' framework required to be applicable to this project. Workshops attended x2 workers, plus two further meetings of 2 – 3 hours duration to resolve framework content issues.
<ul style="list-style-type: none"> <li>Commence informal consultations with stakeholders re survey development</li> </ul>	Oct-Nov 2011	70%	Schedule adjusted. Re-commence when survey re-drafts are completed Weeks 15-16 (Jan 2012)
<ul style="list-style-type: none"> <li>Complete survey to gather information re current TNA practices, processes &amp; outcomes</li> </ul>	Oct-Nov 2011	25%	Schedule adjusted. Initial survey drafts requiring extensive revision - postponed until detailed project plan and task sequences finalised. Timeline adjusted to recommence Weeks 15-16 (Jan 2012).
<ul style="list-style-type: none"> <li>Engagement: Statewide ICDM and EOs Networks</li> </ul>	16 Nov 2011 1 Dec 2011	100%	On schedule.
<ul style="list-style-type: none"> <li>Finalise Terms of Reference</li> <li>Conduct Project Advisory Group meeting</li> </ul>	18 Nov 2011	100%	On schedule.
<ul style="list-style-type: none"> <li>Communique #1</li> </ul>	23 Dec 2011	100%	On schedule.

**Milestone Deliverables scheduled for completion over next period**

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1 Information Gathering			
<ul style="list-style-type: none"> <li>Re-develop on-line survey re current TNA practices, processes &amp; outcomes</li> </ul>	Week 18 End of Jan 2012	0%	Anticipated to be on schedule.
<ul style="list-style-type: none"> <li>Conduct survey</li> </ul>	Weeks 19-21 Feb 2012	0%	Anticipated to be on schedule.
<ul style="list-style-type: none"> <li>Collate survey results</li> </ul>	Week 22 End of Feb 2012	0%	Anticipated to be on schedule.

Milestone 2 Commence design and development of TNA Toolkit			
<ul style="list-style-type: none"> <li>Incorporate findings and recommendations from Literature Reviews, survey, existing tools</li> </ul>	Weeks 22-31 Late Feb-end of April 2012	0%	Anticipated to be on schedule.

**Project impact of milestone success or failure for project remainder**

Development of survey to gather information about current PCP training processes and data postponed.	Timelines have been adjusted to ensure better sequencing of this activity. No overall impact on project progress anticipated.
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**Project Risk & Issues Management Status**

Risk / Issue and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
Project Worker resignation	Low	High	High	Allocation of project tasks to IEPCP EO and ICDM Coordinator until replacement found will not significantly affect project in short terms but is not sustainable in the long term. Alternative arrangements are currently being scoped.
Diversion of project resources to participate in consultations re Implementation of a generic Evaluation Framework	Medium	Medium	Medium	A concurrent project is being conducted by one of the Project Sponsors. The aim is to produce a generic Evaluation Framework for several Workforce Branch projects. Evaluative criteria is not applicable to partnership work or this project specifically. Overarching measures are for the most part relevant (e.g. effectiveness, efficiency) and can be addressed using a Partnership Assessment Tool i.e. New York. IEPCP has developed a project specific evaluation framework and is attempting to 'fit' this to the prescribed template. Project resources had not been allocated to participating in this concurrent project.

**Project Recommendations**

<p>There are no outstanding recommendations arising from the project to date for consideration and/or endorsement of the Project Advisory Group (PAG).                  Feedback on deliverables to date will be sought from the PAG via email                  To date, it is anticipated the project will be delivered on time, within acceptable project management quality standards.                  Project issues and risks are being managed successfully and mitigated.</p>
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**Related Project Information**

<ul style="list-style-type: none"> <li>Issue &amp; Risk Record Report (Nil required)</li> <li>Variation of Project Form (Nil required)</li> </ul>
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## Interim Progress Report Approvals

**Approved by** \_\_\_\_\_  
Project Sponsors (K Groves; M Powell)

**Date:** \_\_\_\_\_

**Endorsed by** \_\_\_\_\_  
Project Advisory Group Member

**Date:** \_\_\_\_\_

## **1 APPENDICES**

### **1.1 PCP ICDM Mentor Project Brief FINAL**

### **1.2 Issues & Risks Register (if required)**

### **1.3 Variation of Project Form (if required)**

