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**Attachments:** Feedback on QHIC Project team.doc

fyi

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Afternoon Damon

Find attached my comments on the Scope Document, let me know if you want anything clarified.

R

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Feedback on QHIC Project team – Scope Definition (Version 0.12)

**Page 11      3.1.2.      PJ30 Capability build**

Vendor extension for LATTICE is it to be part of the Standard offering or is in Agency specific therefore a cost to QH?

Can we sight the contingency plan?

**Page 13      3.2.1.3      woG HR/Payroll Baseline**

What are the provisions for QH review of Housing rectifications for assessment against the baseline/QH requirements? We do not necessarily want an automatic issue.

**Page 13      3.2.1.4      Accelerated WB component delivery**

Last para states design was based on design completed by QH, this is incorrect the design was a woG activity, and should be changed.

**Page 13      3.2.1.5      Service Delivery Model**

Model has not been fully endorsed by QH nor has it gone through consultation with unions. Paragraph needs to reflect that the model is used for planning purposes only at this time.

**Page 14      3.4      Plan for moving ESP-WB**

No diagram included.

**Page 15      3.5.2      Change & Comms**

Implement Change and Communications plan it not attributed a resource.

**Page 22      5      Risks**

Can we get a copy of the management plan?

**Page 23      6      Issues**

Issue 2 - States that this issue has been closed – if closed why is it listed as an issue, it should now be factored appropriately into the document.

Issue 5 - Lists only SAP as the application but LSL is recorded in WB also so should be listed jointly.

Issue 11 - Needs to include a reference to daily accruals as a specific item that was raised and needs to be addressed.

Issue 12 – I thought that it had already been confirmed that QH required adhoc query functionality, therefore should not be an issue but incorporated within the scope.

**Page 25      7.1      Approach and Overview**

Fourth para, last sentence need to delete prompt “insert full document name)”

**Page 38      Process Id 2.3.1.2      Run Payroll (Daily)**

In the description, this is not a new process but will utilise the existing payroll close-out functionality more frequently. IBM initiative therefore should be included in standard offering, but QH should push for inclusion of all deltas not just “prior” deltas (ie for that day and the preceding days of the pay period).

**Page 43            7.2..5.1            Manage Claims**

Items 5.4.5.2-01 and 5.4.5.2-02 refer to updating employee’s attendance record for either rostering or non rostering agencies. As QH is a rostering agency the -02 version should be in scope.

**Page 44            7.2.6.1            Manage Roster**

The first four Level 5 items under 8.2.2 Create Roster should be in scope. The MVS is included in the standard offering and SSP staff will be utilising the functionality of this module including these four aspects. Additionally the fourth item, 8.2.2.4-01 relates to the printing of a roster which is fundamental to the proposed model of sending information out to line managers.

Item 8.2.2.10.01 Manage Resource Excess – Should also be in scope as it is a process involved in the management of a roster within the MVS.

**Page 49            7.3.1            SAP Modules/Components**

Last item in the table refers to section 5.3 which does not exist.

**Page 50            7.4            SAP Functional Gap**

Para refers to section 7.7.2 which is incorrect as section 7.7.2 covers WB enhancements.

**Page 51            7.5            WB Functional Scope**

At the end of the table they have documented the options put forward and then the counter offer from QH. This detail is not required within this document as it’s objective is to “... define the scope for the Interim Payroll and Rostering solution...” not detail the process used to determine the scope. This section of the document should be deleted as the requirement for the CSV upload is included in section 7.2.6.1 under the Additional/Modification table (Page 46).

**Page 68            7.7.2            Addition/Modified Table**

An additional item is to be added to this table being:

**8.3 Schedule Compliance Violation Report**

Description - New report developed by WB based on the new Schedule Compliance functionality introduced mid 2007.

Rationale – This report has not been assessed by QH and may require modification to meet reporting needs. Specifically the inclusion of additional fields being introduced/utilised in the QH instance (eg. reason codes, assignments).

**Page 70            7.8.2            As is Landscape**

No diagram.

**Page 72            7.8.3            To be Landscape**

No diagram

**Page 78**      **7.8.6**      **Assumptions**

Multiple references included in the table that refer to Tables 5.7.2 and 5.7.3 which do not exist.

Item 14 refers to an additional 10 reports being provided to cover discrepancies in DSS reporting. I thought that IBM had advised that the scope provided for up to 40 additional reports.

**Page 82**      **RICEF ID 1274**

The following is to be included in the comments field "This report is not required for the initial release as all transactions will be set to auto authorise, thus eliminating the need for this report."

**Page 95**      **In detail:**

Last para - The data migration to WB will also include the adhoc rosters covered in the RICEF C70 shift conversion.

**Page 109**      **7.14.2**      **In Scope Testing**

First para of dot point refers to section 5.71 which does not exist.

**Page 110**      **Options at bottom of the page**

As per comment above (page 51) the explanation of the options is not required. Parts of the last 2 paragraphs of this section would suffice to state the scope of the testing to be completed, and/or details should be incorporated within the document.

**Page 114**      **7.14.6.2**      **System Testing – Awards and rostering**

First para makes reference to 263 calc groups. There is a possibility of this increasing with the inclusion of the Health Quality and Complaints Commission and/or others identified in detailed design and testing. Can we have the word currently included eg "There are **currently** 263 ... There are **currently** 300...."

**Page 119**      **7.16.1**      **Scope**

Second dot point – Some Line managers also have access to LATTICE and this needs to be reflected.

**Page 120**      **Political Resistance**

Summary of Challenge – Last sentence in the third para to be changed as follows "Currently a number of users have view access to ESP and LATTICE with a smaller number also having write access to these systems."

**Page 121**      **Second para after table**

Insert "...access to Expert, **ESP and LATTICE** will no ...."

**Page 127**      **7.17.3**      **Assumptions**

Item 10 – Delete not relevant to QH

Item 12 – Reference made to Section 5.5 which does not exist.

Ross wood  
3 Jan 07