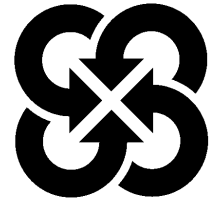


# **REGISTERS OF SCOTLAND**

## *Executive Agency*



**Paper for:** Project Board

**Subject:** Enterprise Risk Management Project  
Project Managers Highlight Report No 6

**Document Version:** 0.1  
**Author:** HR

**Date Presented:** 10 April 2002

**Action Required:** Update

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### Revision History

Version No	Comments	Author	Date Issued	Status
0.1	First Draft	HR	09 Apr 2002	Draft



## Enterprise Risk Management - Project Managers Highlight Report

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## 1. Stages1 and 2 - Progress Report

A copy of the progress report from XXXXX ("the consultants") for period ending 08 April 2002 is attached as Annex 4 for information. Work on Stage 2 of the Project is already underway. The consultants will meet with representatives from IT Services including the IT Director on 15 April to discuss IT aspects of Business Continuity Strategy options. Strategy options will be presented to the Management Board at a workshop meeting to be held on 24 April, where the consultants will seek feedback to be incorporated into the final version of their strategy report.

## 2. Stages 1 and 2 - Project Plan

A revised project plan has been circulated. It should be noted that due to slippage in connection with the Business Impact Analysis the delivery date for the Policy/Strategy documents has moved back. The consultants have assured the Project Manager that delivery will not slip beyond April.

## 3. Stage 1 – End Stage Report

An end stage report has been circulated. The three reports that were required to be delivered during stage 1 were presented to the Management Board on 5 April and copied to absentee members. The Project Board is asked to accept the Risk Assessment, ISM Review and BIA reports and to sign off Stage 1 of the Project. These reports form the basis of Stage 2 of the Project. Any views and comments on the content of the three reports would be welcomed and will be fed back to the consultants to be taken account of in Stage 2. The consultants have made it clear that with particular respect to the BIA, the report is a "stake in the ground" and that the resource requirements detailed therein are subject to review at later stages of the project.

## 4. Stage 3

Stage 3 of the project, the implementation of the strategy agreed at the end of Stage 2, is due to commence in May. The approach to be taken in delivering Stage 3 cannot be finalised in advance of the strategy being agreed therefore detailed planning in respect of resource and financial requirements cannot be completed at this time, however, the ERM Team has begun to consider some of the issues involved.

## 5. Enterprise Risk Management Project Intranet Site

The Enterprise Risk Management Intranet Site was published on 18 March. There has been no feedback from Agency staff to date.

[http://xxxx.xxx.xx/xxxxxxxxx/erm\\_home.htm](http://xxxx.xxx.xx/xxxxxxxxx/erm_home.htm)

## 6. Risk Log

The board is invited to view and comment on the Risk Log.

[xxxxxxxx\ERM\Management\Risk\\_Log\Risk Log ERM.xls](#)



**Annex 1 Resource Summary**

**Annex 2 Project Deliverables Summary**

**Annex 3 Financial Summary**

**Annex 4 Consultants Progress Report**



## Annex 1 : Resource Summary

### Resource Report Summary to end of Period 13 (Business Year End)

	Period 1			Period 2			Period 3			Period 4		
	Budget	Actual	Variation	Budget	Actual	Variation	Budget	Actual	Variation	Budget	Actual	Variation
Management							10.00	0.00	10.00	20.00	19.00	1.00
Support									0.00	3.00	0.00	3.00
FM									0.00	2.00	0.00	2.00
IT									0.00	2.00	0.00	2.00
Production									0.00	2.00	0.00	2.00
Senior Management									0.00	1.00	0.00	1.00
SLG									0.00	0.00	0.00	0.00
Procurement									0.00	5.00	0.00	5.00
Finance & BP									0.00	2.00	0.00	2.00
HR									0.00	0.00	0.00	0.00
Marketing & BD									0.00	0.00	0.00	0.00
Consultancy									0.00	0.00	0.00	0.00

	Period 5			Period 6			Period 7			Period 8		
	Budget	Actual	Variation	Budget	Actual	Variation	Budget	Actual	Variation	Budget	Actual	Variation
Management	20.00	17.00	3.00	20.00	14.00	6.00	20.00	14.50	5.50	20.00	12.50	7.50
Support	4.00	0.00	4.00	4.00	0.00	4.00	4.00	0.00	4.00	4.00	0.50	3.50
FM	3.00	0.00	3.00	5.00	0.00	5.00	11.00	0.00	11.00	6.00	0.15	5.85
IT	3.00	0.00	3.00	5.00	0.00	5.00	12.00	0.00	12.00	6.00	0.75	5.25
Production	3.00	0.10	2.90	17.00	0.00	17.00	5.00	0.00	5.00	4.00	0.45	3.55
Senior Management	1.00	0.00	1.00	3.00	0.00	3.00	1.00	0.00	1.00	1.00	0.00	1.00
SLG	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	0.00
Procurement	4.00	0.00	4.00	1.00	0.00	1.00	1.00	0.00	1.00	0.00	3.00	-3.00
Finance & BP	0.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
HR	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00	0.00	0.00	0.00
Marketing & BD	0.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Consultancy	0.00	0.00	0.00	10.00	0.00	10.00	7.50	0.00	7.50	7.50	0.00	7.50



	Period 9			Period 10			Period 11			Period 12		
	Budget	Actual	Variation	Budget	Actual	Variation	Budget	Actual	Variation	Budget	Actual	Variation
Management	20.00	19.50	0.50	20.00	11.50	8.50	20.00	20.00	0.00	20.00	18.00	2.00
Support	4.00	5.00	-1.00	4.00	1.50	2.50	4.00	3.10	0.90	8.00	0.50	7.50
FM	5.00	2.65	2.35	5.00	1.30	3.70	10.00	2.95	7.05	30.00	0.55	29.45
IT	4.00	8.00	-4.00	6.00	0.75	5.25	10.00	6.65	3.35	30.00	1.20	28.80
Production	6.00	4.35	1.65	4.00	0.95	3.05	10.00	4.25	5.75	40.00	5.95	34.05
Senior Management	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.19	0.81	1.00	0.00	1.00
SLG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	-0.40	2.00	0.00	2.00
Procurement	0.00	2.80	-2.80	0.00	2.50	-2.50	0.00	0.00	0.00	2.00	0.00	2.00
Finance & BP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.95	-0.95	8.00	0.35	7.65
HR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.40	-1.40	10.00	0.00	10.00
Marketing & BD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	-0.90	5.00	0.00	5.00
Consultancy	5.00	0.00	5.00	0.00	0.00	0.00	0.00	13.50	-13.50	0.00	8.00	-8.00

	Period 13			YTD		
	Budget	Actual	Variation	Budget	Actual	Variation
Management	20	16.00	4.00	210.00	162.00	48.00
Support	8	0.20	7.80	47.00	10.80	36.20
FM	15	0.35	14.65	92.00	7.95	84.05
IT	20	1.75	18.25	98.00	19.10	78.90
Production	25	2.20	22.80	116.00	18.25	97.75
Senior Management	1	0.00	1.00	12.00	0.19	11.81
SLG	1	0.00	1.00	3.50	0.40	3.10
Procurement	1	0.00	1.00	14.00	8.30	5.70
Finance & BP	4	0.00	4.00	15.00	1.30	13.70
HR	5	0.00	5.00	17.00	1.40	15.60
Marketing & BD	2.5	0.00	2.50	8.50	0.90	7.60
Consultancy	0	1.00	-1.00	30.00	22.50	7.50



## Annex 2 : Project Deliverables Summary

<i>Work Package</i>	<i>Delivery Date</i>	<i>Comments</i>	<i>Revised Delivery Date</i>	<i>Comments</i>
Risk Register	30-May-01	Delivered		
Project Manager Role Profile	31-May-01	Delivered		
Project Plan	29 Jun-01	Delivered		
Resource Plan	2 Jul-01	Delivered		
Initial Business Case	4-Jul-01	In progress – awaiting financial information from F& BP	20-Jul-01	Delivered and approved by BCG 19 July
Project Initiation Document	9-Jul-01	Delivered		
Consultants Terms of Reference	13-Jul-01	Delivered	25-Oct-01	
Ministerial Approval for Consultancy Budget	16-Aug-01	Delivered	30-Nov-01	Received 21 December
Tender, selection and appointment of consultants	24-Aug-01	Delivered	07-Dec-01	Team has evaluated bids and selected preferred company. Awaiting Board approval of recommendation. Recommendation approved 14 Dec 2001- consultants appointed subject to First Minister approval.
Identification of Key Processes & Business Impact Analysis	14-Sep-01	Delivered	11-03-02	Draft report delivered 28 February- undergoing review and revision. Version 0.3 delivered 8 April.
Security Review/Gap Analysis ISO1779	28-Sep-01/ 5-Oct-01	Delivered	12-02-02	Revised delivery date 12-03-02-final version received 13-03-02
Risk Assessment	19-Oct-01	Delivered	11-03-02	Revised delivery date 11-03-02- final amendments being completed. Final version delivered 12 March.
Identification of Recovery Objectives & Minimum Requirements	2-Nov-01		11-03-02	Covered under BIA
Delivery of Final Reports	23-Nov-01		26-03-02	Presented to Management Board for comment 5 April
Draft Business Continuity Strategy	21-Dec-01		12-04-02	
Draft Risk Management Strategy	21-Dec-01		12-04-02	
Draft Security Policy	21-Dec-01		12-04-02	
Deliver Final Strategies/Policy	10-Jan-02		25-04-02	



Risk Reduction Measures Implementation	25-Jan-02
Business Continuity Implementation Plan	4-Feb-02
Security Infrastructure and Procedure Implementation	22-Feb-02
Business Continuity Plan	10-Apr-02
Test Plan	17-Apr-02
Initial Testing & Report	22-May-02
Revised Business Continuity Plan	12-Jun-02
Training Programme	19-Jun-02
Initial Training Delivery	5-Jul-02
Post-implementation framework	19-Jul-02
ISO17799 accreditation	16-08-02





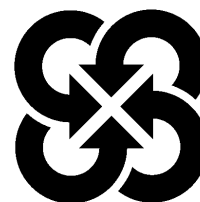
### **Annex 3 : Financial Summary**

ERM Financial Summary data is unavailable at this time.



## Annex 4 : Consultants Progress Report

# REGISTERS OF SCOTLAND Executive Agency



## ERM Project: Progress Report

Period Ending: 08/04/02

### Revision History

Version No	Comments	Author	Date Issued	Status
0.1	original	MM	09 April 2002	Draft

Recipient	Organisation	Version No
HR	Registers of Scotland Executive Agency	
DD	Consultants	
MM	Consultants	

### Project Status

**Green** (On time)

### major achievements, Benefits and Feedback

**BIA:** Feedbacks that have been received to date have been incorporated. Final version pending.

**ISM:** Final version issued.

**RA:** Final version issued.

**Presentation of Findings:** The results from Stage 1 were presented to the Management Board on 5<sup>th</sup> April 2002. The presentation was well received and the go-ahead for Stage 2 was obtained. Any comments received from those attending the presentation will be fed into Stage 2.

### Problems

Problem	Action being taken	External help needed
Need to monitor the project schedule closely to ensure completion during April 2002.	Time dedicated by RoS and the Consultants during end of April 2002 to ensure all task will be completed and sign-off obtained.	

### Outlook for next period

**BIA:** Final version to be issued.

**Strategy Workshops** to be held with IT representatives (scheduled for 15<sup>th</sup> April 2002) and Management Board representatives (scheduled for 24<sup>th</sup> April 2002).

**Stage 2 Documents** to be issued in draft form:  
Policy document on BC, Security and Risk Management  
BC Strategy Evaluation report.