



The
University
Of
Sheffield.

Council Oversight Group: Student Lifecycle Project (Meeting held on 1 March 2018)

Chair: Mr Adrian Belton

Secretary: Mrs Rebecca Barker

1. Background

In February 2016, Council received and approved a proposal to establish a Group to oversee the project, together with its terms of reference and membership. The project was subsequently been renamed Student Lifecycle Project to better reflect the scope of the project and recognise that it is IT-enabled rather than IT-led.

The Oversight Group is chaired by Mr Adrian Belton and focuses on governance oversight matters, while the more detailed work associated with the programme is the domain of a Programme Board (chaired by the Director of Academic Services) and an Executive Sponsorship Group (chaired by the Provost & Deputy Vice-Chancellor).

This project represents a significant opportunity for the University but its large scale and complexity necessitated the engagement and support of a wide-range of colleagues across the organisation.

2. Progress to date

The Group met on 1 March 2018 to discuss the following:

- 2.1 Finance and budget update: An update on the project's financial activity for the initial stages of implementation (1 August 2017 – 31 January 2018), covering the outcomes of a review of the financial position of the project and processes to develop a more accurate budgetary project profile. The project is within budget.

The Group noted a benefits realisation framework was in place and that there would be a scheduled annual review of the project's Business Case (including the planned benefits position) later in the year. The Business Case status would be assessed as part of the next PwC stage gate review in the Autumn and the outcomes would be reported back to the next meeting of the Oversight Group.

The Chief Financial Officer also attended the meeting.

- 2.2 Overview of the project's progress: A progress update on the implementation phase of the project covering the period October 2017 to date.
- 2.3 Primary Risk Update: A status update on the primary risks associated with the delivery of the project. The Programme Director provided an update on two particular risks identified by the Group.
- 2.4 Change readiness: An update was provided on the work of the People & Change Workstream. Progress and delivery would be assessed as part of the next PwC stage

gate review with a focus on the completion of the Prospective Student Engagement Project

The establishment of the Strategic Change Office on the recommendation of recent PwC stage gate reviews.

3. Next steps

In terms of next steps, it was agreed that Council should receive:

- a presentation/update from the Chair and Programme Director at its pre-Council briefing on 16 April;
- an update on the next PwC stage gate review in November 2018.

It was also agreed that the next meeting of the Group would take place in September/October 2018 (date to be confirmed).