



Department of

Health, Social Services and Public Safety

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<p>Subject:</p> <p>EXTERNAL CONSULTANCY POST PROJECT EVALUATIONS: DISSEMINATION OF LESSONS LEARNED</p>	<p>Circular Reference: HSC(F) 10-2015</p> <p>Date of Issue: 23 February 2015</p>
<p>For Information to:</p> <p>Accountable Officer and Director of Finance of each HSC Body and NIFRS</p> <p>Summary of Contents:</p> <p>Arrangements for sharing the lessons learned emerging from Post Project Evaluations where external consultants are used</p> <p>Enquiries:</p> <p>Any enquiries about the contents of this Circular should be addressed to:</p> <p>Paula Shearer Finance Policy, Accountability and Counter Fraud Unit Room D3 Castle Buildings Stormont Estate BELFAST BT4 3SQ</p> <p>Tel: 028 90765689 fpau@dhsspsni.gov.uk</p>	<p>Related Documents:</p> <p>HSC(F) 25/2012</p> <p>Expiry Date:</p> <p>Not Applicable</p> <p>Status of Contents:</p> <p>For Information and action if appropriate</p>

EXTERNAL CONSULTANCY POST PROJECT EVALUATIONS: DISSEMINATION OF LESSONS LEARNED

Purpose

1. The purpose is to disseminate lessons learned from external consultancy assignments in accordance with DFP reporting requirements (Appendix 1 + Annex A).
2. Please see the attached Appendix 2 which details lessons learned from PPEs received from October 2014 to January 2015. The PPEs include some historic PPEs from previous years that had been identified as outstanding. . It is hoped that this will keep HSC bodies informed about recent assignments and encourage information sharing.

Action

3. Please ensure that this circular is brought to the attention of the appropriate staff within your area of responsibility and that any relevant action points are noted.

Should you have any queries please contact Brian Hayward on 028 9076 5647.

Paula Shearer

Finance Policy, Accountability and Counter Fraud Unit

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FROM: JANET HOY **Copy Distribution List Below**
DATE: 9th April 2013
TO: FINANCE DIRECTORS

POST PROJECT EVALUATIONS

1. Mike Brennan's memo of 6th February 2013 set out arrangements for sharing the lessons emerging from Post Project Evaluations where external consultants are used.
2. As part of that process, lessons learned from PPEs should be an item on the agenda for your next stock take meeting and the attached proforma has been prepared to assist with your discussions. Departments should complete the proforma for those PPEs carried out during the quarter January to March 2013 on a "by exception" basis, i.e. only PPEs which have identified lessons should be discussed.
3. Following the stocktake meetings DFP will circulate a summary of lessons learned across all departments to help inform decision making and project management generally. This process will be kept under review to ensure that it remains appropriate.
4. The Finance Directors' forum remains for any matters of an exceptional or urgent nature meriting immediate attention.
5. If you have any queries please contact your Supply Officer.

Janet Hoy

JANET HOY

cc Supply G5s
Supply G7s
Joanne McCarthy

PPE Lessons Learned Report for Dept/Supply Stock take

Project Title:

Total Project Cost (Actual):

Issue	
1	SMARTness of Objectives
Comments:	
2	Quality of Baseline Data
Comments:	
3	Realistic Estimation of Project Cost
Comments:	
4	Realistic Timescale for Project Completion
Comments:	
5	Clear Terms of Reference
Comments:	
6	Memorandum of Understanding (MOU) for Multi-funded Projects
Comments:	
7	Projects Costs Exceeding 10% Tolerance
Comments:	
8	Skills Transfer
Comments:	
9	Other – Please Specify
Comments:	

APPENDIX 2

ORGANISATION	PROJECT TITLE	CONSULTANTS ENGAGED	CONTRACT VALUE	LESSONS LEARNED	RESPONSIBLE OFFICER
SHSCT	Co-Ordinated Provision of Services in Rathfriland	KPMG	>£10,000 <£75,000	Content that the consultants delivered the objectives as required.	Martin Kelly martin.kelly@southerntrust.hscni.net
BSO	Storage Strategy for BSO Managed HSCB Datacentres	IBM (Technology Partner Agreement) - Steve Kirkbride	>£10,000 <£75,000	Content that the consultants delivered the objectives as required.	Colin Bleakney, colin.bleakney@hscni.net
HSCB	Peer Review of the CAMHS unit at Beechcroft	The Dawn Rees Consultancy	>£10,000 <£75,000	The importance of scoping the appropriate level of inputs and also allowing extra time for delivery of an exercise to be carried out over the summer months – to allow for the availability of all of those required for the work to be delivered.	Catriona Rooney Catriona.rooney@hscni.net