

APPENDIX 1

PROJECT UPDATE REPORT

Submitted by: James Black, Digital Project Manager			Date of Report: 11/08/23	
Project title: Digital Strategy	Project ID Number: SDP22-25_Dec22_12	Priority workstream (if applicable): Transformational	RAG status for current phase*	Amber
Project phase <i>State estimated completion date for phase and highlight current phase that RAG status applies to</i>				
Initiation** 31/12/23 (First draft)	Planning** 28/02/2024 (Final draft for approval and delivery plan)	Implementation** 31/03/24 (Expected approval of Strategy)	Close** 31/03/25 (Lifespan of this Strategy)	
Which strategic priority does the project align to? <highlight below>				
Prevention and early intervention (X)	Reshaping care	Engagement	Effective use of resources	Tackling inequalities and public protection
Brief description of the project				
To develop and implement the AHSCP Digital Strategy and the associated programme of work.				
Project update as of 11th August 2023				
RAG status has improved from Red to Amber as a Digital Project Manager was recruited on 28 April 2023.				
An early draft Digital Strategy has been prepared and was shared with the Collaboration and Leadership Forum in July 2023. Key themes and outcomes have been identified, aligning with the national Digital Health and Care Strategy and further informed by Aberdeenshire's Digital Strategy (Aberdeenshire Council) and NHS Grampian's Service Transformation Through Digital: A Strategy.				
It is understood that development of the Digital Strategy should follow the new process for developing HSCP strategies. An engagement plan is currently being developed to shape the initial draft strategy. It is anticipated that the draft strategy will be submitted to SPG by the end of 2023, with formal consultation and IJB approval of a final draft to be sought in the early part of 2024.				
The Digital Project Manager is currently leading on the rollout of the Datix system for reporting of Adverse Events across AHSCP. Current phase will continue the rollout of the system to all Care Homes and Very Sheltered and training is currently being undertaken by managers/assistant				



managers. Some issues raised around divergence of processes between NHSG and AHSCP – this is currently being investigated.

The Digital Project Manager has also been providing input into a proposed Social Care Sustainability Digital Project; the Deeside and Upper Donside Communications workstream; and representing AHSCP at NHSG digital forums including the Digital Transformation Delivery Group and the Remote Health Pathways Programme Board, and the Council’s Digital Strategy Board.

Key achievements

- Digital Strategy Project Manager in post
- Connections being established with national, pan-Grampian, and Aberdeenshire Council digital programmes
- Initial draft Digital Strategy has been prepared.

Resources (Workforce, Finance, Assets)

Proposals being developed for a digital skills audit of the workforce and the establishment of a Digital Champions network.

Risk and Mitigations

Programme risk register will be developed, incorporating pre-existing and new projects.

Issues for escalation

Confirm that SPG will approve draft Digital Strategy, with final draft to be approved by IJB.

Deliverables

Delivery plan will be developed alongside the Digital Strategy (see current draft)

Benefits

Programme benefits tracker will be developed, incorporating pre-existing and new projects

Engagement

Stakeholder engagement will inform the vision set out in the Digital Strategy and the expected outcomes. It will also inform the selection and prioritisation of specific projects within the delivery plan.

Equalities

An Integrated Impact Assessment for the Digital Strategy will be completed. It is anticipated that digital solutions will improve access to services for certain groups. A key component of the Digital Strategy is tackling digital exclusion and ensuring that people are supported to adopt digital solutions, however alternative options should be available for those who cannot or choose not to access digital services.



*RAG status explanations

Green	On track - no forecast issues with achieving project aims and milestones
Amber	Some issues but manageable by project team
Red	Significant issues requiring escalation to the SPG/SMT

**Explanation of project phases and typical activities

Initiation – This stage involves identifying the need for the project. Key activities may include forming a project group, undertaking research to investigate and understand the problem, data gathering, undertaking an options appraisal of possible solutions, identifying high level benefits, agreeing on a solution and developing a draft project charter.

Planning – In this stage the project solution is developed in detail. Key activities may include more detailed benefits mapping, risk planning, resource planning (e.g. staff and funding), communication and engagement planning, project planning and defining of key deliverables.

Implementation – In this stage the project plan is put into action. Key activities may include undertaking project tasks, monitoring progress and performance of the project, managing problems/change requests and executing the communication and engagement plan.

Close – In this stage the project is fully embedded into business as usual (BAU). Key activities may include handing over the project, releasing project resources, communicating project closure to key stakeholders, undertaking a review to capture lessons learnt and developing a control plan to monitor performance. The review of project benefits (Benefits Realisation) should also be undertaken at an appropriate time after the project has been closed, to measure the overall benefits of the project.