

GETS Review

**A review conducted for the Ministry of Economic Development
Government Procurement Development Group**

December 1 2008

Appendix I: Programme of Work

Azimuth[®]

Appendix I Programme of Work

Programme of Work

Implementing the strategy requires a programme of work for 2009 comprising (1) governance and management projects and (2) value delivery projects. These are set out below along with suggested timings.

1 Governance and Management Projects

Projects and Key Activities	Start Date	End Date
	Feb 09	Ongoing
1. Establish a governance group to provide advice and oversight for GETS and NGG strategic, investment and service operations management decisions.		
2. Establish regular communications with all key stakeholder communities to capture and update their interests and requirements.	Feb 09	Ongoing
3. Develop a three-year NGG strategic plan, supported by a service management plan and technology plan.	Feb 09	March 09
4. Develop a detailed NGG road map and a programme schedule for the value delivery projects required to transition from GETS to NGG.	March 09	April 09
5. Develop detailed project plans and work breakdown schedules.	April 09	April 09
6. Develop a resources plan.	April 09	May 09
7. Develop transitional and target budgets and secure funding.	May 09	June 09
8. Acquire the necessary contractor or FTE staff for transition management, marketing, service management and support activities.	July 09	July 09
9. Develop a communications strategy and communications plan	July 09	August 09
10. Consolidate the brand through marketing and promotion	July 09	Ongoing
11. Undertake a training needs analysis for the user community.	Sept 09	Oct 09
12. Develop targeted training programmes and/or website-based assistance.	Oct 09	Dec 09

Programme of Work

2 Value Delivery Projects

Projects and Key Activities	Start Date	End Date
Coverage		
1. Investigate feasibility of comprehensive state sector agency coverage.	March 09	June 09
2. Develop and implement agency standards for presenting structured data in Annual Procurement Plans.	March 09	Dec 09
3. Develop and implement agency standards for presenting structured data in Contract Award Notices.	March 09	Dec 09
4. Identify MED's standard and ad hoc reporting requirements for monitoring usage by state sector agencies, regional and local authorities.	March 09	Sept 09
Content		
1. Identify the range of reference intellectual property (procurement good practice guidelines, process guidance and support, process management and support) to be hosted by NGG.	March 09	April 09
2. Develop content production plan (including sourcing, authorial/editing and quality assurance responsibilities).	April 09	May 09
3. Identify content management processes and host system.	May 09	May 09
4. Identify feedback mechanisms to gather intelligence for targeting and prioritising content development activities (e.g. Results of procurement and/or tender audits, results of surveys of suppliers and buyers, Analysis of Help Desk Frequently Asked Questions).	May 09	June 09
5. Plan and launch feedback gathering and intelligence processing.	July 09	Ongoing

Programme of Work

Functionality

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| 1. Undertake a Technical Audit of GETS to investigate its capability to support (a) enhancements to functionality (b) growth in transactional volumes and (c) requirements for data extraction and analysis. | Feb 09 | April 09 |
| 2. Document NGG system administrator and system operator requirements for monitoring access, web site and data usage. Assess capability of the current ICT systems environment to meet these requirements. | March 09 | April 09 |
| 3. Document NGG service management information requirements, including reporting and analysis of web traffic, performance, capacity and service level conformance. | March 09 | April 09 |
| 4. Document data architectures and data quality standards for APPs and contract award notices (and/or other summaries of outcomes of tenders). | April 09 | May 09 |
| 5. Document data sourcing and extraction requirements to support production of user, owner and other stakeholder standard and ad hoc reports (e.g. market trends, buyer behaviours, supplier behaviours, audit trails, compliance and exception reports). | May 09 | June 09 |
| 6. Identify tools for report production and secondary analysis. | June 09 | June 09 |
| 7. Undertake feasibility studies, cost, develop requirement specifications and schedule development for the following enhancements to functionality: <ul style="list-style-type: none">• Providing user reports on activity levels, status of tenders and compliance with process• Providing workflow productivity and efficiency tools that direct and support users as they progress through the tendering lifecycle.• Operating an electronic tender box• Providing Google-like search capabilities• Storing and repeating search capabilities• Supporting electronic evaluation tools• Supporting contract administration• Securing anonymous feedback from suppliers on the conduct of tenders | July 09 | Ongoing |

Programme of Work

Usability

1. Provide a baseline assessment of usability, benchmarking current GETS with usability of transactional government web sites and e-procurement and e-tendering systems in NZ and overseas and developing recommendations for prioritised enhancements
2. Undertake feasibility studies, cost, develop requirement specifications and schedule development for prioritised enhancements to usability

March 09

April 09

July 09

Sept 09