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| <b>Paper Reference:</b> | <b>TABASC_42_1605_10</b> |
| <b>Action:</b>          | <b>For Discussion</b>    |

## Draft TABASC Work Package July – September 2019

### 1. Purpose

This paper provides the Technical Architecture and Business Architecture Sub-Committee (TABASC) with an overview of the activities and associated resource requirements for the SECAS core team and project resource for the period 1 July – 30 September 2019. The estimates provided are a prudent provision based on the current status of activities and information currently available. Resource requirements are therefore subject to change dependent on activity levels.

The TABASC is requested to review and recommend the Work Package.

### 2. SECAS Core Team

#### 2.1 Activities

Table 1 below provides, at budget driver level, a breakdown of the SECAS core team activities planned for the work package period in relation to the TABASC. Details on the activities delivered in each month and progress against the SECCo budget will be reported in the Operations and Management Reports, provided to the SEC Panel and SECCo Board respectively on a monthly basis.

| Budget Driver   | Activities   |
|---|--|
| Technical Operations;<br>Technical Architecture and Business Architecture Sub-Committee | <ul style="list-style-type: none"> <li>Paper development and review, meeting attendance, secretariat and other post meeting activities for three TABASC meetings.</li> <li>Liaison with TABASC Chair between meetings on content of meetings, outstanding actions, and documentation.</li> <li>Liaison with SECAS Community of Technical Experts, managing resource requirements and activities to be undertaken.</li> <li>Providing the Panel with monthly updates on the activities undertaken by the TABASC.</li> <li>Monitoring of Modification Proposals and reporting to the TABASC on progression of Modification Proposals and any impact.</li> <li>Changes to Code Specifications co-ordinated through TABASC.</li> <li>Undertaking review of the effectiveness of the End-to-End Technical Architecture, Business Architecture and HAN Requirements via a Technical Effectiveness Review Questionnaire and reporting to the Panel on the outcome.</li> </ul> |

Administered by

| Budget Driver | Activities   |
|---------------|--|
|               | <ul style="list-style-type: none"> <li>Maintenance of risk register and risk mitigation plans and providing input into Panel risk register where required.</li> <li>Providing the TABASC and the Panel with any other support required throughout the period in relation to the technical aspects of the SEC.</li> <li>Review of the duties and powers prescribed in the TABASC Terms of Reference.</li> <li>Maintenance of the Central Products List, including managing the submission process.</li> </ul> |

**Table 1: Planned SECAS Core Team Activities**

## 2.2 Resource

The delivery of the activities detailed in Table 1 are supported by the members of the SECAS core team. Table 2 below provides a breakdown of resource grade and estimated number of days effort, based on the activities set out above.

| Resource Grade                    | Days Effort |
|-----------------------------------|-------------|
| Principal Consultant <sup>1</sup> | • 73        |
| Consultant                        | • 50        |
| Analyst <sup>2</sup>              | • 58        |

**Table 2: SECAS Core Team Resource**

The above resource equates to approximately £153, 709.

## 3. TABASC Projects July – September 2019

In addition to the core activities outlined above, the CPL Database project listed in Table 3 has been identified for July – September 2019. This project will progress subject to the recommendation by the TABASC and approval of the SEC Panel.

| Project      | Total Project Budget Proposed | Q2 (July - September 2019) Expenditure |
|--------------|-------------------------------|--|
| CPL Database | £0                            | TBC                                    |

**Table 3: TABASC Project**

A Project Brief will be provided to the TABASC to facilitate the recommendation to proceed with the CPL Database project. The project brief will include details on scope, project cost, resource and any third-party arrangements.

<sup>1</sup> This includes blended resource across multiple SECAS Community of Technical Experts

<sup>2</sup> This includes blended resource associated with core TABASC and CPL activities

#### 4. Q1 (April – June 2019) forecast provided for comparison

Table 4, reported to the TABASC in February 2019, provided a breakdown of resource grade and estimated number of days effort, based on the activities set out for the delivery of the core activities detailed in Q1 (April – June 2019). This was approved by the SECCo Board in March 2019.

| Resource Grade       | Days Effort |
|----------------------|-------------|
| Principal Consultant | • 30        |
| Senior Consultant    | • 20        |
| Consultant           | • 45        |
| Analyst              | • 30        |

**Table 4: Q1 SECAS Core Team Resource**

It was reported that the above resource equates to approximately £105,000.

Based on April 2019 days effort, we are projecting resource to be approximately £120,000 at the end of Q1. The variance is due to additional SECAS Core Team members processing CPL submissions, undertaking advance CPL database scoping work and increasing Modification Proposals being reviewed.

Consequently, the Q2 resource has been projected higher to account for the above as well as the effectiveness Review Questionnaire work, subject to the TABASC decision.

#### 5. Next Steps

The TABASC Work Package July – September 2019 will be recommended to the SECCo Board approval at the June 2019 meeting, subject to the TABASC agreement.

In July, the TABASC will be provided with:

- a complete look back report on the Q1 (April – June 2019) Work Package; and
- the final TABASC Work Package July – September 2019, subject to SECCo Board approval.

#### 6. Recommendations

The TABASC is requested to **RECOMMEND** the Work Package for SECCo Board approval.

Kayla Reinhart

SECAS Team

9 May 2019