Home - Divisional Databases - IT Corporate Systems

**Monthly Progress Reports:** [Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/F51869B5EB55C89980258817003203F3) The Progress Reports are a monthly document that is to be filled in each month by Team Leaders for work completed during the previous month. The report contains the progress made on the associated project for the previous month, what is planned for the next month, staff costs (days worked which are meant to be taken from the WSS &are used for the **Appropriation Accounts** (see below) at the start of every year) & other technology costs. These costs are then transferred to the **Technology Portfolio Status Reports** (below).

The projects listed in the Progress Reports are decided by HODs after the **Technology Requirements** annual meetings (below). For any new project a Project Concept doc needs to be completed by the Team Leader and once forwarded to you needs to be forwarded to Elaine for her attention. A Tech Project Plan doc should also be completed by Team Leaders, Monthly Progress Report docs by Team Leaders and Project Closure report needs to be completed by Team Leaders once the project is completed. All these docs should be copied to the **Corporate Projects** (see below) which is available as a one stop shop if required by the Auditors. Links to all the required documentation is contained in a link at the top of each monthly progress report.

These reports are discussed at the monthly TLs meeting with Elaine, so they need to be completed.

Open the previous months Progress report e.g [Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/F51869B5EB55C89980258817003203F3)

Open the link in Response to:

 (the DAP is normally created by Elaine around December each year

Click on New Response:



Enter Subject Title: (copy & paste from previous month but don't forget to change the MONTH)

Update Other Editors: (copy & paste from previous month - you can add or remove editors as required, but editor access is needed if a TL has a project needing updates)

Copy the whole previous month document from top to bottom & paste into your new doc.

Save document. (further work needs to be done but this will save you trouble if anything goes wrong)

Open Doc & EDIT the Technology Progress Report Template



Change the months accordingly: this has to be change in 3 places (The Header & No. 1 need to be change to the the Progress report month & No. 2 needs to be changed to current month)

Save changes to the Word Template & save the document also.

Reopen the report & cut any progress reports that are not completed.

Save your changes.

Issue email to all TLs involved in the projects as in [Notes Link](Notes:///80256FA50032C5E3/DABA975B9FB113EB852564B5001283EA/9E2632AF0A9E9B4B802588170032A8BE) (don't forget to change the month & link to the correct doc).

Issue reminders in about a weeks time to TLs who haven't completed docs. [Notes Link](Notes:///80256FA50032C5E3/DABA975B9FB113EB852564B5001283EA/1E9E13E627BBABE78025881C003D1E61)

**Corporate Projects:** [Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/901FAC249DA59B2F802587D5005864D7) This is a one stop shop for all admin docs for each individual project. Information from the Technology Portfolio Status Reports, Monthly Progress Reports, Project Concept docs, Tech Project Plan docs, Procurement Guidelines, Procurement Checklist, Procurement emails & Contracts are contained here. Links to previous year projects are also contained within this document. A link to all of the Technology documentation is also provided within this document.

Every month the Monthly Progress report should be copied to the corresponding project in the Corporate Projects doc.

All Project Concept docs & Tech Project Plan docs should be copied to the corresponding project in the Corporate Projects doc once received.

At the start of the year a LN doc for every project has to be set up with a blank template and linked to the Corporate Projects.

Links to project from the previous year should also be attached to the corresponding project for the current year.

**Technology Portfolio Status Reports:** [Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/6D8D47F95E2717C5802587D60032A1EA) These reports are completed from the Monthly Progress Reports & once completed are forward for the attention of Elaine Lucey, Desmond O'Donoghue & Michael O'Mahony. These are then used for Management Board meetings to show the cost of all projects undertaken by the Technology Division.

At the start of a new year create a LN document to contain the 12 monthly Tech Portfolio Status Reports. Add a link at the end to the previous year reports.

The Technology Portfolio Status Reports is an excel spreadsheet and should represent all the projects that are contained in the Monthly Progress Reports doc. ( I normally have this doc saved to my own work space and save it into LN from there.)

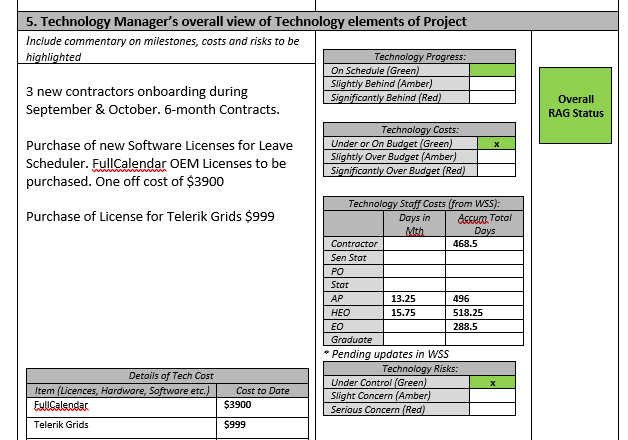
At the start of the year, make sure that the tabs at the bottom of the doc show the correct year. To do this just double click on the tab & change the year. Remember you will be working from the December doc from the previous year. (It's easier than setting up a new excel doc)



At the start of the year, all projects in the the Monthly Progress reports, project type, IT manager, status, stage business type, business division, business owner & Governance, need to be added to the excel doc. You can discuss this with Elaine & Des for their areas. This only needs to be done once a year.

To change the month in your excel doc: Insert - Text - Header & Footer. Amend Month & Year as needed and save. Reopen excel doc & select View - Normal - File -Save. This put the excel doc back to a normal outlook. These needs to be done on a monthly basis.

To update the Technology Portfolio Status reports: Open the Monthly Progress Reports and select the report you want to update and scroll down to section 5 of the doc.

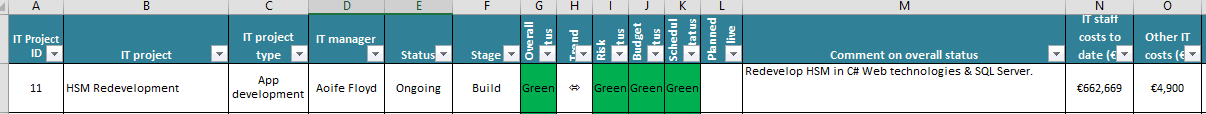


The Overall Status, Technology Progress (Schedule Progress), Technology Costs (Budget Status) & Technology Risks (Risk Status) needs to correspond with that in the Progress Reports. Change the colour if required to do so. If the colour of one of the Technology Progress (Schedule Progress), Technology Costs (Budget Status) & Technology Risks (Risk Status) has changed to Amber or Red, then the Overall Status colour should be changed to reflect this.

Any "Details of Tech Costs" should be totalled and entered under "Other IT Costs".

The "Technology Staff Cost (from WSS) need to be calculated and entered under the "IT staff costs to date". If the overall staff costs remain the same or lower than last month & if Staff days have been entered, contact the TL to clarify.

These staff costs change on a yearly basis and are got from the Appropriation Accounts Staff Costs which are supplied from Finance at the start of the year [Notes Link](Notes:///802568A80051E6AA/C317180A11767F0785256499006B15A3/B59F303A37998F9580256E9100406A04)



Once completed for all projects save doc to LN Technology Portfolio Status Reports doc and send for the attention of Elaine, Des & Mick.

**Appropriation Accounts:**  The Appropriation Accounts are completed at the start of every new year. Check with Elaine for a sign off date from Finance. Once completed, send to Elaine for a review before sending to Finance.

 Appropriation Costs.docx

**Technology Requirements:** [Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/DF9F751CD71E071E80258752002F5986) The Technology Requirements Meetings are held around October every year. Projects from the Business Areas for the following year are decided at these meetings. The actions from these meetings basically set up all the admin tasks for the following year.

Around Sept, check with Elaine & Des as to when the meetings should go ahead. Once dates are confirmed, ask Elaine for an Agenda (send Elaine a copy of the previous years Agenda & ask for an update).

Create a LN doc as in link [Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/DF9F751CD71E071E80258752002F5986) and send a message (see below) to all HODs (POs & Sen Stats) in CSO & TLs in Technology (Elaine & Des areas)

*Hi All,   
  
We are currently organising the annual Technology Requirements meetings for 2022. Our aim is to hold these meetings from the last 2 weeks in October (next month). Could you please make sure your calendar is available to view.   
  
Please find below, a Tech Requirement sheet which should be completed and returned to me prior to the meeting. Could you also forward a list of staff that you require to attend these meetings. I will forward an agenda once I have these meetings set up.   
  
If you have any queries, please don't hesitate to contact me.*

** Outline of Tech Support required in 2022.docx  *Regards   
Paul O'Connor.*

Check calendars of HODs, Des & Elaine for availability & set up meetings.

Forward the "Outline of Tech Support required" from all the Business Areas to Elaine & Des for review prior to meetings. Sometimes you will need to issue reminders to HODs to complete the word doc.

Invitation to the meetings should be set up in LN & TEAMS and sent to all required to attend attaching a copy of the Agenda & link to meeting. (Update LN doc [Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/DF9F751CD71E071E80258752002F5986))

Take copy of last year requirements (Progress to Date) & "Outline of Tech Support required" with you to meetings as this makes it easier to understand what is being C/F, no longer required etc.

Once meetings are over, arrange a meeting with Elaine & Des to review the requirements for each business area.

Create new Action List making sure you give editor access to all TLs for updating the docs at a later stage.

The Action List for each business area should be sent to everyone who attended the meeting for that area and also anybody who is required to do something in the action.

Quarterly Reports need to be completed at the end of March, June, Sept & Dec and once updated by the TLs (see below in italics), sent to all concerned for their attention. (see below in blue)

*Hi John,*

*I'm presently doing the first quarter update on the Technology Requirements meetings for 2022.*

*Can you let me know the up to date position for the issues that are associated with your name in the following links, please.*

***IF THERE IS NO FURTHER ACTION REQUIRED ON A PROJECT, PLEASE MARK IT AS COMPLETED OR CLOSED.***

[Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/87263F3B0A10B8178025876D004CF52F) *- Statistical System Co-ordination Unit /Horizontal Reports*

[Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/99CD0E1D64A42DC4802587720056F2B1) *- Prices*

[Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/0D66BC1AC6B635EA802587720057B92F) *- Quality Management*

[Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/8B2A0A049010A0738025877300560A02) *- Labour Market & Earnings*

[Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/2B0880DC698D3417802587730057E50D) *- Finance & Facilities Management*

[Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/69F0FC78D389F61E8025877500349292) *- Human Resource Management*

[Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/45AEC1339311D5358025877A0057547E) *- Enforcement, Legal & Governance*

[Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/09680EF6055FFAA580258781003DF910) *- Business Statistics*

[Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/F5AF0E311D68B002802587810052064A) *- Communication & Dissemination*

[Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/AD86C93307A4F8D580258783003DF65C) *- Agriculture, Transport & Tourism*

*Thanks*

*Paul*

Hi All,

Please find the first quarter update for your 2022 technology requirements in the attached link. [Notes Link](Notes:///802568B30059C249/85255E6F0052055E85255D7F005ED8BC/F85DA7F981D0A1748025876D004C3CDC)

If you have any issues or wish to add anything, don't hesitate to contact me.

Regards

Paul O'Connor