

WIPO



SCIT/ITPWG/1/10

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WORLD INTELLECTUAL PROPERTY ORGANIZATION

GENEVA

STANDING COMMITTEE ON INFORMATION TECHNOLOGIES INFORMATION TECHNOLOGY PROJECTS WORKING GROUP

**First Session
Geneva, September 3 to 7, 2001**

IT PROGRAM REPORTING

Document prepared by the Secretariat

BACKGROUND

1. At its sixth meeting, held in Geneva in January 2001, the Standing Committee on Information Technologies (SCIT) Plenary approved a set of working methods for the newly created IT Projects Working Group (ITPWG) (document SCIT/6/7, Annex III). These included, *inter alia*, a proposal by the Secretariat to make available to the ITPWG, in electronic form, four-monthly progress reports on all major IT activities.

THE SECRETARIAT'S APPROACH

2. The Secretariat is currently working to establish a progress reporting system whose ultimate aim is to ensure that stakeholders receive the necessary information to enable them to make assessments as to whether planned information technology systems, products and services are being delivered on time, within budget and to a pre-agreed standard. Through the use of a single set of automated management tools and simple and user-friendly formats the resulting reporting system will also allow managers under the IT Program to:

- (a) monitor what has been achieved against a baseline project/activity plan;

- (b) assess what remains to be done, including any additional activity/corrective action not foreseen in the original project/activity plan;
- (c) update or readjust work plans; and
- (d) draw lessons learned for improving future implementation.

3. It is believed that the introduction of a progress reporting system for the WIPO IT Program will deliver significant benefits. These include the introduction of structured reporting and management practices, , early identification of activity/scope-creep, problems allowing for prompt corrective action to be taken and, it is hoped, maintained confidence levels of IT stakeholders in the work of the IT Program.

4. Responsibility for the introduction and application of the progress reporting system has been allocated to the IT Business Management Section (ITBMS). In recognition of this responsibility it is proposed in the draft Program and Budget for the 2002-2003 biennium (document WO/PBC/4/2, Main Program 15) that the ITBMS undergo a transition to a structure and role that is more easily identifiable in industry, i.e., that of an IT Program Support Section (ITPSS). The ITPSS will aim to ensure that WIPO's information technology needs are defined and implemented within an integrated framework so that the Organization obtains the maximum benefit from its investment both in terms of the information technology system functions that are commissioned and the experience and knowledge acquired as a consequence.

ITPSS Terms of reference:

- Establish and further develop the scope of the IT Program Support infrastructure;
- Oversee the establishment of work plans relating to the IT Program's projects and activities;
- Establish and oversee the IT Program reporting mechanisms;
- Ensure the technical and business integrity of the IT Program, its projects and activities;
- Be the focal point between the IT Program and its stakeholders, in particular, the SCIT for which the secretarial role will be assured; and
- To establish and maintain a repository for the experience and knowledge gained through the execution of the IT Program.

PROGRESS REPORT FORMAT

5. A draft format for the four-monthly progress reports to ITPWG is contained in the Annex to this document. To facilitate the assessment of whether the report structure and contents are adequate, it was decided to use the draft format as a basis for the project and activity reports presented to the ITPWG at its first session in September 2001 (see documents SCIT/ITPWG/1/3 to SCIT/ITPWG/1/9).

6. Comments received from delegations at the ITPWG meeting will be used to prepare a finalized format that will be implemented with the start of the next review period in January 2002. It is the Secretariat's intention that the first series of reports to the ITPWG next

year will also include base-line plans for the entire biennium, i.e., the period January 1, 2002 to December 31, 2003.

7. The ITPWG is invited to give its comments on the contents of this document and its Annex and to agree the contents and structure of the report format for the provision, to the ITPWG, of four-monthly progress reports on all projects and major activities falling under the management of the WIPO IT Program.

[Annex follows]

ANNEX

DRAFT GENERIC PROJECT/ACTIVITY STATUS REPORT FORMAT

PROJECT/ACTIVITY NAME

1. Background: this section is optional, but may be used to describe any important historical changes in the project scope or assumptions that have affected the achievement of objectives and that need to be highlighted to stakeholders.

2. Project/activity status: this section will briefly cover two main points;
 - whether or not the project/activity is on-time
 - whether or not the project/activity is within budget.

In the case of any deviations from the baseline project/activity plan a brief explanation will be given.

3. Summary of progress since the last review: this section will include a list of the key tasks that have been completed since the last review and those that are in progress with an indication on whether or not they are on schedule.

4. Project/activity milestones/deliverables planned and achieved: this section will contain information on progress in the delivery of the specific milestones and deliverables planned for the time-period under review. It should be noted that the Secretariat differentiates between milestones and tasks in its planning.

5. Project/activity milestones/deliverables for the next reporting period: this section will briefly describe the planned milestones and deliverables scheduled for the following four-month reporting period.

6. Key Issues and Action(s) Taken or Recommended: this section will describe any major issues that are affecting the project/activity completion or achievement of objectives along with any corrective action that has been taken or is recommended.

[End of Annex and document]