

PROJECT INITIATION DOCUMENT

1. General Project Information	
Project Name:	Food Safety and Authenticity Strategy – Data Capture, Analysis and Reporting
Sponsors:	
Project Manager:	
Impact of Project :	<p>The benefits arising to DAFM on completion of this project include:</p> <ul style="list-style-type: none"> • Identification of IMT systems that provide comprehensive and harmonised work programmes, reports and metrics across FSA activities. • Improved FSA data and analysis available to inform evidence based policy, strategy and decision making. • Enhanced horizon scanning and trends identification capability within FSA activities. • Ability to demonstrate work outputs to stakeholders.
2. Project Team	
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this Project)	
FSFA Programme Steering Committee	
Other project teams within FSFA Programme	
All DAFM Divisions involved in FSFA work.	
All external stakeholders who depend on DAFM’s delivery of an efficient and effective IT system to facilitate economic growth and trade in the agri-food sector.	
4. Project Scope Statement	
Project Purpose / Business Justification	
<p>Goal 4 (Data, Information and Knowledge) of the Food Safety & Authenticity Strategy identified that DAFM hold vast quantities of data, especially in the area of food safety and food authenticity and that it is essential that innovative ways of capturing and using this data are explored. This will lead to a more effective, efficient, harmonised and co-ordinated IT system within DAFM. Ultimately this will result in efficiencies of service delivery for the benefit of the consumer and the agri-food industry.</p>	
Objectives (in business terms)	
<ul style="list-style-type: none"> • Review the current data capture and analysis systems used across the divisions involved in FSFA activities and identify gaps and needs. • Leverage and enhance existing IT systems in conjunction with DAFM Information Management and Technology Division (IMT). • In consultation with IMT, engage in data analysis with a focus on enhancing DAFM capability to mitigate risk and identify opportunities for the protection of public health and consumer interest. • Establish appropriate indices that measure food safety and food authenticity compliance with a view to communicating this to industry and consumer. • Ensure availability of relevant data for the Government Open Data Initiative. 	

Deliverables

- A survey will be completed to provide a comprehensive documented analysis of the current level of IT systems development and support within all the divisions involved in FSFA activities.
- A documented evaluation of how best to provide the necessary IT supports across all the divisions involved in FSFA activities that will lead to a more efficient service delivery in the food safety and authenticity area.
- A prioritisation exercise will then be undertaken depending on what needs are shown to exist and the level of resource availability.
- A framework to ensure that the outputs from the risk analysis project and data analysis needs are considered and integrated as appropriate into future IT systems developments
- Appropriate indices that measure food safety and food authenticity compliance will be developed so that they can be incorporated within future IT systems development. Outputs from the Compliance project will be used into feed into the indices development process.

Scope

This project is one of seven projects comprising the implementation phase of the Food Safety & Food Authenticity Strategy. It encompasses the data and IT systems of all divisions involved in FSFA activities within DAFM. This project aligns with the Information Management & Technology Strategy 2017-2020 of DAFM. The project will;

- Explore innovative ways of capturing and using the vast quantities of data that DAFM collects on an ongoing basis.
- Provide a documented evaluation of how best to provide the necessary IT supports across all the divisions involved in FSFA activities.
- Provide a framework to ensure that the outputs from other FSFA project teams are considered and integrated as appropriate into future IT systems developments.
- Ultimately provide a roadmap for a more effective, efficient, harmonised and coordinated IT system within DAFM-.

Out of scope

- Project will not be directly involved in the provision and development of IT systems.

Project Milestones

- Conduct survey to establish current state of IT systems development and support within all the divisions involved in FSFA activities – Quarter 3 2018
- Review survey results and engage with individual divisions to establish how best to develop IT systems to meet their business needs within the framework of the DAFM IMT strategy - Quarter 4 2018
- Develop a prioritisation list for future IT developments within the FSFA area – Quarter 1 2019.
- Utilising outputs from the compliance project develop indices that measure food safety and food authenticity compliance – Quarter 4 2019.
- Deliver a framework to ensure that FSFA risk and data analysis needs are considered in IT systems developments – Quarter 2 2020

Major Known Risks (including significant Assumptions)			
<ul style="list-style-type: none"> • Insufficient resources on either Business or IT side - High • Delay due to unavailability of subject matter experts for decision making - Medium • Introduction of overly complex requirements - Medium • Requirements exceeding what is practically achievable - Medium • Any change to overall scope of project will affect timeline - Medium • Recommendations of other project teams under this strategy that would directly affect the work of this project – Medium 			
Constraints and Assumptions			
<ul style="list-style-type: none"> • Collaboration of all stakeholders involved in Food Safety and Food Authenticity will be available. • The IT resources required for the project will be available. • The provision of essential training for staff where required will be provided. • A User Co-ordinator from FSFA Divisions to manage the identification of requirements and testing. • A phased release strategy will be required. • There will be available at all times a User Co-ordinator to answer any queries as they arise. • Project team members are given the time to carry out the necessary tasks assigned. • A review of the PID will be undertaken upon completion of the survey and prioritisation exercise 			
External Dependencies			
<ul style="list-style-type: none"> • FSAI, as the Competent Authority responsible for the enforcement of food safety legislation excluding primary production. • All external stakeholders who depend on DAFM’s delivery of an efficient and effective IT system to facilitate economic growth and trade in the agri-food sector. 			
5. Communication Strategy			
<ul style="list-style-type: none"> • The project team will meet on a regular basis, initially on a monthly basis, where possible. It will also meet at other times when there is a requirement to do so. Communication between project meetings will be via email and telephone. • Communication with internal and external stakeholders will be carried out in consultation with the programme management team and the communications project team. 			
6. Sign-off			
	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor			
Department Sponsor			
Project Manager			
7. Notes			