Public Health Reform
Product Description

Commission/ Project: HR arrangements for Public Health Scotland.

Summary: Deliverable 4 addresses aspects of Project Objective 2 – to define the immediate HR requirements Public Health Scotland will require in order to deliver its functions on vesting day.

Deliverable 4: To prepare business requirements documentation detailing the HR services to be consumed by Public Health Scotland in order to support its staff on vesting day. This work will include:

- Project overview - an executive summary (covering project scope and objectives) with details of related assumptions and success factors.

- A description of the vesting day HR business solution, including stakeholder identification and related user’s needs and expectations.

- Documentation setting out all the vesting day HR business requirements, including transition arrangements and costs, details on the timeline for implementation, projected benefits and key milestones.

- Appropriate analysis i.e. risk, SWOT, financial, cost and benefits.

- A description of constraints (such as schedule and budget).

- A description of the quality control arrangements and measures that will be used to monitor progress.

1. Purpose and scope

The documentation produced for Deliverable 4 will outline the steps taken, including stakeholder engagement, as part of the process to identify and record the HR business requirements for Public Health Scotland on vesting day. This deliverable focuses on the delivery of all necessary Day 1 HR functions for Public Health Scotland and anticipated transition risks. Details of the new and future HR requirements will be captured in Deliverable 6.

2. Product

The business requirements documentation will be produced in a format to be decided by the authors, but will address the bulleted list of points above.
3. **Contents**

The product will contain the following sections:

- Approach
- Stakeholders
- Identified HR services

4. **Governance**

The business requirements documentation will be produced by the commission project team. The product will be reviewed and approved by the PHR Programme Board.

**Distribution**

Email to the PHR Programme Team.