Project Briefing

Project identifier			
[1a] Unique Project Identifier	12423	**[1b] Departmental Reference Number**	N/A
[2] Core Project Name	Future Network Programme		
[3] Programme Affiliation *(if applicable)*	N/A		

Ownership	
[4] Chief Officer has signed off on this document	
[5] Senior Responsible Officer	Chris Rawding, DITS Assistant Director (Interim)
[6] Project Manager	Wayne Fitzgerald, DITS Project Manager

Description and purpose
[7] Project Description
The Future Network Programme will replace the existing network with a modern, resilient network in line with the approved Future Network Strategy. The network will meet the requirements of the City of London Corporation, the City of London Police and London Councils, and will also provide a blueprint for future alignment should partner institutions wish to adopt the same approach. The programme will replace and upgrade hardware across the estate, improve modern ways of working, and provide secure, flexible and reliable connectivity to the network. The adoption of a Secure Access Service Edge (SASE) platform will reduce complexity and operational costs whilst being scalable and versatile. As a cloud-based solution it reduces the dependency upon 'core' sites. It also permits a tiered approach where each site's requirements can be assessed and the local network tailored accordingly.
[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?
The existing network was implemented in 2017, and much of the hardware is approaching end of life. The demand upon the IT network has increased significantly since it was introduced, as modern ways of working have adapted, primarily through the use of video conferencing and mobile networking devices. Consequently, the network is no longer able to meet the demands of the organisation and without investment the ability to provide these services, and functionality will diminish. The Network Support Contract with ROC Technologies is due to expire in January 2025 with no further extensions. As such, there is a risk that the existing network will become unsupported. The future network will provide a modular blueprint which can be adopted by partner organisations. This would realise cost-savings resulting from the efficiencies of scale. A Wi-Fi first approach will create more dynamic working environments, reduce energy consumption, and create a more agile building estate.
[9] What is the link to the City of London Corporate plan outcomes?
[9] Our spaces are secure, resilient, and well-maintained.
[10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.
[11] Our spaces are digitally and physically well-connected and responsive.
[12] Our spaces inspire excellence, enterprise, creativity, and collaboration.
[13 COLP] To make the City of London the safest city area in the world.
[17 COLP] To have an innovative, skilled, and agile workforce in a culture that supports and empowers our people.
[10] What is the link to the departmental business plan objectives?

Links to Digital, Information and Technology Service Business Plan Objectives;
- To provide "Brilliant Basics"
- To remove complexity across the organisation
- To enable and accelerate collaboration & transformation
- To converge appropriate services across Institutions
- Deliver high quality services that meet the needs of our customers
- Drive systems and process improvements to increase automation and self-service to deliver more proactive added value support

[11] Note all which apply:

Officer: Project developed from Officer initiation	Y	**Member:** Project developed from Member initiation	N	**Corporate:** Project developed as a large scale Corporate initiative	Y
Mandatory: Compliance with legislation, policy and audit	N	**Sustainability:** Essential for business continuity	Y	**Improvement:** New opportunity/ idea that leads to improvement	Y

Project Benchmarking:

[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?
<These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>

1) Improved user experience and functionality
2) Enhanced resiliency
3) Greater flexibility

[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)

Improved user experience and functionality (measurable by user satisfaction surveys)
Enhanced resiliency (measurable by reduced down-time)
Greater flexibility (measurable by improved business continuity options, reduced timescales for new / decommissioned sites)
Reduced energy consumption (measurable by British Thermal Unit (BTU) reduction)
Reduced support costs (measurable by Change Control Notice (CCN) charges)

[14] What is the expected delivery cost of this project (range values)[£]?

Lower Range estimate: £8.2m
Upper Range estimate: £12.2m

[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:

The ongoing revenue costs will be met within existing DITS Local Risk Budgets across COL and COLP

[16] What are the expected sources of funding for this project?

City Fund, City Estate, City Bridge Foundation, City of London Police

[17] What is the expected delivery timeframe for this project (range values)?
Are there any deadlines which must be met (e.g. statutory obligations)?

Lower Range estimate: March 2024 – January 2025
Upper Range estimate: March 2024 – December 2025
ROC Technology contract terminates end of January 2025 at the latest. Alternative support options must be in place by this point.

Project Impact:

[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?

The Future Network Programme will transition from current to future state in a controlled and managed way. There is always risk associated with network transformation, but these will be captured, monitored, and mitigated throughout and DITS' change control process will be adhered to.	
[19] Who has been actively consulted to develop this project to this stage? <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: John James, Yasin Razaaq
Chamberlains: Procurement	Officer Name: Aga Watt
IT	Officer Name: Zakki Ghauri, Chris Rawding, Sam Collins, Tara Crombie
HR	Officer Name: N/A
Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
COLP	Chris Bell, Jonathan Chapman
External	Several of potential suppliers were engaged through Soft Market Testing
[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so: ⠀⠀⠀⠀**Please note the Client supplier departments.** ⠀⠀⠀⠀**Who will be the Officer responsible for the designing of the project?** ⠀⠀⠀⠀**If the supplier department will take over the day-to-day responsibility for the project,** ⠀⠀⠀⠀**when will this occur in its design and delivery?**	
Client	Department:
Supplier	Department:
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>