

Committee(s):	Date(s):	Item no.
IS Sub-Committee (for information) Project Sub-Committee	21st January 2014 25th February 2014	
Subject: Project Proposal – Replacement Local Area Network Infrastructure	Public	
Report of: Chamberlain	For Decision	

Overview

1. Spending Committee	Finance
2. Senior Responsible Officer	Chris Anderson - CTO
3. Project Board	<p>A project manager will be assigned.</p> <p>A project board will be constituted.</p> <p>This project will report to IS Projects Board and IS Strategy Board.</p>
4. Context	<p>The City's Local Area Network (LAN) infrastructure consists of internal cables, fibres, switches and routers and provides connectivity between IT equipment such as desktop PCs, phones and servers.</p> <p>The LAN covers the whole of the Guildhall complex and also provides the core network services which the City's Wide Area Network (connecting the City's 90+ remote sites) and Institutional Departments connect to for access to City IS services.</p> <p>The LAN was designed in 2005 as part of the Guildhall complex accommodation project with the majority of the infrastructure being purchased and commissioned 2006-8.</p> <p>The majority of the structured cabling is to CAT6 standard which is considered more than adequate for current and anticipated future requirements.</p> <p>The LAN hardware (switches, routers) is now at or near end of support life and is in need of replacement.</p>
5. Brief description of project	<p>The project will review the design of the City's LAN infrastructure and propose and commission replacement LAN hardware and software.</p> <p>The project will take into consideration;</p> <ul style="list-style-type: none"> • Security requirements – specifically those arising from the need to comply with Public Service Network (PSN) requirements • Infrastructure as a Service (IaaS) – the relocation of servers and services covered by the Agilisys contract to remote data centres.

	<ul style="list-style-type: none"> • Joint working and accommodation sharing with City of London Police. • Quality of Service (QoS) and other interdependent technologies and services. • Interoperability with telephony, BMS, CCTV and other systems.
6. Business case	<p>A resilient, high-capacity LAN is an essential part of the City's IT infrastructure. Without this City staff will be unable to access City IS services.</p> <p>The current LAN infrastructure needs review to meet changing requirements arising from PSN and IaaS.</p> <p>The City Police accommodation review and own LAN refresh project offers both parts of the organisation a significant opportunity to work collaboratively, identify areas of synergy and potentially to implement a single more efficient shared LAN infrastructure.</p>
7. Consequences if project not approved	<p>The City's existing LAN infrastructure is becoming increasingly difficult to support and will over time degrade to the point of being unusable.</p> <p>Potential efficiencies and shared services arising from undertaking this project jointly with City Police as part of their accommodation review and LAN refresh will not be realised.</p>
8. Success criteria	<p>Clear business requirements identified, defined and agreed.</p> <p>Design incorporates PSN, IaaS and other identified considerations.</p> <p>Feasibility of CoL & CoLP shared LAN infrastructure fully reviewed.</p> <p>Existing LAN infrastructure replaced.</p>
9. Notable exclusions	<p>WiFi – covered by separate project.</p> <p>Telephony replacement – although integration of existing telephony service is in-scope. Nb: City Police have telephony within the scope of their LAN refresh project.</p>
10. Key options to be considered	<p>Options will be determined by the outcome of the design phase but will include equipment manufacturer.</p>

Prioritisation

11. Link to Strategic Aims	<p>This project links to all three strategic aims in as much as it enables staff to work efficiently and effectively and underpins services to visitors and guests to Guildhall and selected other City buildings.</p>
12. Link to departmental business plan	<p>The City's ICT Strategy includes provision of robust, supportable, IS services of which the LAN is a key component.</p>

13. Links to other existing strategies, programmes and/or projects	The City Police accommodation strategy and IS strategy include upgrades of a similar nature. There is a clear opportunity to work collaboratively and it is intended that the project will include joint scoping, design and procurement.
14. Within which category does this project fit?	7. a) – Asset enhancement
15. What is the priority of the project?	A – Essential In particular to identity compatibility and efficiency savings arising from collaboration initiative with City Police.

Financial Implications

16. Likely capital/ supplementary revenue cost range	£400,000 - £1,000,000
17. Potential source(s) of funding	Capital –this will be a bid against the £3,000,000 annual provisions for new projects.
18. On-going revenue requirements and departmental local risk budget(s) affected	To be determined as part of the options appraisal.

Project Planning

19. Estimated programme and implications	Scoping and design phase – May 2014 Procurement – September 2014 Implementation – December 2014 All dates subject to review and further alignment with City Police accommodation strategy timescales.
20. Potential risk implications	Medium Risk Replacement of the City’s existing LAN service should be technically straight forward. Key risks are; <ul style="list-style-type: none"> • ensuring business requirements are fully identified and prioritised. • ensuring solution meets requirements and is of sufficient capacity and reliability • ensuring solution meets PSN, legal and other compliance requirements. • ensuring continuity of service throughout the project

21. Anticipated stakeholders and consultees	City Police. City Surveyor's – BMS system
22. Equality Impact Assessment	N/A

Recommended Course of Action

23. Next Steps	Engage with business stakeholders to identify, define and agree business requirements. Review and document compliance requirements. Undertake further investigative work on solutions available to the City including market testing and indicative quotes. Assess options and prepare gateway 3/4 options appraisal report.
24. Resource requirements to reach next Gateway	Estimate 15 man days from existing internal resources to undertake necessary consultation and investigation. An additional budget of £40,000 is required to engage the necessary external network design and security consultants.
25. Funding source to reach next Gateway	Finance Committee to be requested to allocate £40,000 from its 2013/14 City's cash contingency which has an uncommitted balance of £511,000 .
26. Standard or Streamlined Approval Track	Streamlined

Contact

Report Author	Chris Anderson
Email Address	Chris.anderson@cityoflondon.gov.uk
Telephone Number	X3275