Project Briefing

Project identifier			
[1a] Unique Project Identifier	**PV ID 12264**	**[1b] Departmental Reference Number**	N/A
[2] Core Project Name	**Audio-Visual Refresh for City of London Police**		
[3] Programme Affiliation *(if applicable)*	*N/A*		

Ownership	
[4] Chief Officer has signed off on this document	
[5] Senior Responsible Officer	Jonathan Chapman Interim Head of Police IT
[6] Project Manager	Phil Pettit

Description and purpose					
[7] Project Description					
The design and installation of a high-quality Audio-Visual solution for Meeting Rooms across the City Of London Police estate, allowing the effective use of Microsoft Teams, including audio and video meetings as well as the ability to live stream and record meetings					
[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 City of London Police have little collaboration capability from meeting and briefing rooms. As a lead force for several national operations / initiatives, it is crucial that the force has effective collaborative capability both internally across its estate and nationally with other forces, national agencies and government departments.					
[9] What is the link to the City of London Corporate plan outcomes?					
[1] People are safe and feel safe. [2] People enjoy good health and wellbeing. [13 COLP] To make the City of London the safest city area in the world. [14 COLP] To deliver a policing service that is valued. [15 COLP] To be a police force with global influence and impact. [[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?					
[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'>>
- Greater collaboration internally and with other forces, government departments and national agencies.   - Reduction in officer travel to attend meetings
[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.)
[14] What is the expected delivery cost of this project (range values)[£]?
Lower Range estimate: £123,200   Upper Range estimate: £135,500
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:
Estimated Annual run £15,400
[16] What are the expected sources of funding for this project?
Central funding was agreed as part of the 2020/21 annual capital bid round.
[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 July 2021 – August 2021   Upper Range estimate: July 2021 – September 2021

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?	
No	
[19] Who has been actively consulted to develop this project to this stage? <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Kevin Kilburn -City of London Police Finance
Chamberlains: Procurement	Kayleigh Rippe
IT	Graham Venn, It Operations Manager
HR	N/A
Communications	N/A
Corporate Property	Neil Jenkins, City of London Police – Estates
External	Red Sixty

[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	City of London Police – Estates Management:
Supplier	IT
Supplier	Red Sixty
Project Design Manager	Department:

Design/Delivery handover to Supplier	Gateway stage: Post Project Proposal