

Project Briefing

Project identifier			
[1a] Unique Project Identifier	<A unique project number will travel with the project, and will incorporate a Department lead, within. Will be generated via Project Vision by CPO after CPB>	[1b] Departmental Reference Number	N/A
[2] Core Project Name	Library Management System		
[3] Programme Affiliation <i>(if applicable)</i>	Not applicable		

Ownership	
[4] Chief Officer has signed off on this document	Andrew Carter (Director DCCS)
[5] Senior Responsible Officer	Carol Boswarthack (Assistant Director)
[6] Project Manager	Sarah Greenwood, Commissioning Manager

Description and purpose					
[7] Project Description					
IT system designed to manage the records of the Barbican and Community libraries including stock details, availability, fines and payments and membership details. The Library Management System will integrate with the e-books contract, the public network and the self service kiosks.					
[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 contract for the current library management system is due to expire in July 2022					
[9] What is the link to the City of London Corporate plan outcomes?					
[3] People have equal opportunities to enrich their lives and those of others and reach their full potential. 4. Communities are cohesive and have the facilities they need					
[10] What is the link to the departmental business plan objectives?					
Potential - People of all ages are prepared to flourish in a rapidly changing world through exceptional education, cultural and creative learning and skills which link to the world of work Independence, Involvement and Choice - People of all ages can live independently, play a role in their communities and exercise choice over their services					
[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	N
Mandatory: Compliance with legislation, policy and audit		Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	N

Project Benchmarking:	
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?	
1)	The system meets agreed modern library requirements and identified good practice
2)	Safe and professional experience for service users and staff with co-ordination of all records in relation to stock
[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)[£] £120k including initial capital funding	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
£25k pa included within 14 above	
[16] What are the expected sources of funding for this project?	
Revenue: confirmed within current local risk budget Potential capital costs of up to £ 40k to be sought during 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: contract start – March 2022 – to allow for a 4 month contract negotiation/data migration and mobilisation period - existing contract expires in July 2022	

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?	
Not implementing a replacement social care case management system would mean the City could not discharge its statutory functions – this could lead to reputational risks	
[19] Who has been actively consulted to develop this project to this stage?	
Chamberlains: Finance	Officer Name: Mark Jarvis
Chamberlains: Procurement	Officer Name: Loredana Sandhu/Kayleigh Rippe (to be confirmed via PT2 process)
IT	Officer Name: Matt Cox (Business Partner). Other IT resources to be allocated after Opportunity Outline Submitted
HR	Officer Name: N/A
Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
External	N/A
[20] Is this project being delivered internally on behalf of another department?	
No	
Client	Department: N/A
Supplier	Department: N/A
Supplier	Department: N/A
Project Design Manager	Department: N/A
Design/Delivery handover to Supplier	Gateway stage: N/A