

Project Briefing

| Project identifier | | | |
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| [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 (if applicable) | Not applicable | | |

| Ownership | |
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| [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 | | | | | |
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| [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 |

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| 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 | |

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| 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 |