

# Project Coversheet

## [1] Ownership & Status

**UPI:** 12221

**Core Project Name:** Committee Rooms Audio Visual Equipment

**Programme Affiliation** (if applicable): N/A

**Project Manager:** Sam Collins

**Definition of need:** The project includes the design and implementation of an audio and video conferencing solutions to all Committee Meeting Rooms (1-4) at Guildhall. The proposed solution would expand upon the existing use of Microsoft Teams / Zoom, allowing Members and Officers to participate in the meetings, both in person and remotely. This would support more efficient use of Officer time in particular, if they were not required to be physically present at the meetings. The solution would utilise the existing functionality of Microsoft Teams / Zoom to record meetings, provide transcriptions and live stream meetings if required.

### Key measures of success:

- To provide the functionality to deliver all future Committee Meetings through Microsoft Teams / Zoom, if required.
- To record and live stream Committee Meetings by default.
- To significantly reduce Officer attendance at Committee Meetings, allowing Officers to remotely join the Teams / Zoom Meeting for the relevant items only.
- To reduce set up times for Committee Meeting by removing the use of temporary projectors and mobile screens.

**Expected timeframe for the project delivery:** Autumn 2020 – subject to impact by COVID-19

### Key Milestones:

**Are we on track for completing the project against the expected timeframe for project delivery?** Yes, subject to impact by COVID-19

**Has this project generated public or media impact and response which the City of London has needed to manage or is managing?** No.

## [2] Finance and Costed Risk

### Headline Financial, Scope and Design Changes:

#### 'Project Briefing' G1 report:

- N/A

*Scope/Design Change and Impact:*

#### 'Project Proposal' G2 report:

- N/A

*Scope/Design Change and Impact:*

#### 'Options Appraisal and Design' G3-4 report (as approved by PSC 25/06/20):

- Total Estimated Cost (excluding risk): £185k
- Resources to reach next Gateway (excluding risk): N/A

- Spend to date: N/A
- Costed Risk Against the Project: : N/A
- CRP Requested: : N/A
- CRP Drawn Down: N/A
- Estimated Programme Dates: Autumn 2020

*Scope/Design Change and Impact:*

**'Authority to start Work' G5 report (as approved by The Chamberlain 22/07/20):**

- Total Estimated Cost (excluding risk): £185k
- Resources to reach next Gateway (excluding risk)
- Spend to date: N/A
- Costed Risk Against the Project: N/A
- CRP Requested: N/A
- CRP Drawn Down: N/A
- Estimated Programme Dates: Autumn 2020

*Scope/Design Change and Impact: N/A*

**Total anticipated on-going commitment post-delivery [£]: N/A**  
**Programme Affiliation [£]: N/A**