

# Project Coversheet

## [1] Ownership & Status

**UPI:**

**Core Project Name:** Member Device Refresh

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

**Project Manager:** Ellen Murphy - Technology Support Manager

### Definition of need

- Currently CoL is going through a Device refresh to comply with end-of-life arrangements with current devices. Members were not included within this refresh due to recent elections. The kit currently in use is approaching end of life and will fail if not replaced.
- New new devices have the potential to support new ways of working and the reduced need to operate from hard copy papers. The new devices will have touch screen/audio visual capability.
- The updated Members IT Provision Policy was approved in November 2021 and set out the intention to replace Members' laptops and Apple iPads with a single high-quality Windows device.

**Key measures of success:** Delivery of fit for purpose devices to support Members operation effectively.

**Expected timeframe for the project delivery:** June 2022- Current term of office

### Key Milestones:

**Are we on track for completing the project against the expected timeframe for project delivery?** Yes

**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

### Financial

- The budget of £300k reflects the cost model for replacing and deploying personal issue Member end user devices (laptops, mobile phones, iPads,) and other Member IT assets (fixed desktops, authorised peripherals).

### Scope

- Surface Pro / Go for Members (as required)
- Desktops for Member's IT Rooms
- Screens, Keyboards and Accessories for Member's IT Rooms
- iPhone SE2020 mobile (as required)

### Design Changes:

- Replace end of life devices for Elected Members to the Court of Common Council, in line with the approved CoL Members IT Provision Policy.
- To provide new fit for purpose end user devices, and modern management practices to enable Members to perform their role effectively

**‘Authority to start Work’ G5 report (as approved by PSC TBA):**

- Total Estimated Cost (excluding risk): £300k
- Resources to reach next Gateway (excluding risk)
- Spend to date: Nil
- Costed Risk Against the Project: Nil
- Estimated Programme Dates: June to end of elected term

*Scope/Design Change and Impact:* Unchanged

**Total anticipated on-going commitment post-delivery:** No additional costs.  
Support arrangements with service local risk budget.

**Programme Affiliation** N/a