

Project Coversheet

[1] Ownership & Status

UPI: N/A

Core Project Name: Library Management System

Programme Affiliation (if applicable): N/A

Project Manager: Sarah Greenwood, Commissioning Manager

Definition of need: The contract for the current IT system is due to expire in July 2022

Key measures of success:

1. The system enables the CoLC to deliver its library services.
2. The system has proven capability and capacity to manage the current (and future potential) requirements of library users including flexibility to respond to changing Government, Covid and technological requirements
3. The system enables a safe and professional experience for library staff and users with coordination of all records in relation to stock
4. The solution can be configured to meet local and national reporting requirements and City data intelligence
5. The system supports flexible working on a variety of devices

Expected timeframe for the project delivery: July 2022

Key Milestones:

- Invitation to tender: December 2021
- Selection of contractor: March 2022
- Data Migration: March 2022 – July 2022 (period may not be required if existing supplier is winning bidder)
- Overall project: Completion and go live by July 2022

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

Headline Financial, Scope and Design Changes:

'Project Briefing' G1 report (as approved by Chief Officer September 2021):

- Total Estimated Cost (excluding risk): £40,000 one off/capital + £125,000 revenue
- Costed Risk Against the Project: nil
- Estimated Programme Dates:
 - i. contract start – March 2022
 - ii. month contract negotiation/data migration and mobilisation period April – July 2022
 - iii. existing contract ends July 2022

Scope/Design Change and Impact:

'Project Proposal' G2 report (as approved by Chief Officer September 2021):

- Total Estimated Cost (excluding risk): £50,000 one-off/capital + £275,000 revenue.
- Resources to reach next Gateway (excluding risk) £1,500 staff costs
- Spend to date:
- Costed Risk Against the Project: nil
- CRP Requested: nil
- CRP Drawn Down: nil
- Estimated Programme Dates:
 - i. Invitation to tender: December 2021
 - ii. Selection of contractor: March 2022
 - iii. Data Migration: March 2022 – July 2022 (period may not be required if existing supplier is winning bidder)
 - iv. Overall project: Completion and go live by July 2022

Scope/Design Change and Impact: The Corporate Projects Board agreed that the project should proceed under delegation until such a time that it was determined whether the project would reach the thresholds of the gateway process. Potential Revenue costs increased to match framework costs.

'Options Appraisal and Design' and Authority to start work' G3/4/5 report (as approved by Director under delegation 26/06/2022):

- Total Estimated Cost (excluding risk): £1,500 one off/capital + £152,255 revenue
- Resources to reach next Gateway (excluding risk): included within £1,500 identified in Gateway 2
- Spend to date:
- Costed Risk Against the Project: £0
- CRP Requested: £0
- CRP Drawn Down: £0
- Estimated Programme Dates:

Contract awarded June 2022

Mobilisation June 2022 – July 2022

Overall project: Completion and go live by 31 July 2022

Scope/Design Change and Impact: no changes from Gateway 2

Total anticipated on-going commitment post-delivery [£]:£ 152,255 revenue across 5 years

Programme Affiliation [£]:N/A