Project Charter

1. Project title	**Printer Migration**	*5. Reference*	P033
2. Manager name	**David Newton, Assistant Director, ICT and FM**	*6. Date*	3 Mar 2016
3. Sponsor	**Glen Chipp, Chief Executive**	*7. Version*	5.0 (22 Apr 2016)
4. Corporate Plan link	**Aim 3.b. Modernising council operations**		

8. Problem statement	*9. Objectives, targets & goals*
Discovery indicates that we could save c. £27k if desktop printing migrated to multi-function devices. Our paper supply has gone up, from around 1.3 million pages (2011/12) to 1.5 million pages (2014/15). The authority has around 150 printers, around 115 of them desktop printers. We spend c. £35k on desktop printer cartridges a year. Our multi-function devices are 4 years old and the contract is up for renewal. Consider setting printer defaults to duplex, grey scale and sending large jobs to reprographics.	- Prevent further purchase of desktop printers and toner cartridges. - Complete audit of printer usage. - Have agreed and available Word letterhead template. - Select best supplier through specification and quotation. - Engage staff in roll-out to mitigate risks. - Retain / dispose of surplus desktop printers in line with principles to maximise income and minimise environmental impact.

10. In scope	*11. Out of scope*	*12. Benefits*
- Printer management software. - All desktop printers. - All Multi-Function Devices (MFDs). - All outstation printers and MFDs. - Any printers used for homeworking. - Legal printing (using legal paper). - Large print runs to default to reprographics. - Letterheads, letterhead templates and compliments slips. - ID/HID badges for outstation staff (where needed). - Fax machines – could require fax server.	- A0 plotters in planning etc. - Cheque printer. - Receipt printer and other specialist media printers (to be determined). - Approx. 10 printers in Revs&Bens – software are not Canon compatible. - Who is going to order and replenish the printers with paper, staples and toner? - Who is going to log any faults and manage any repairs? - Reprographics printers. - Revs&Bens printers – but could be in scope but resources to migrate templates needs further study. - Printers in satellite sites – to be evaluated and determined. - MOT certificate backup printer.	- Multi-function devices are more efficient than desktop printers, savings of c. £27.5k plus reductions in electricity consumption. - Data protection: Printing is secure, through use of touch-ID. - Fewer printers and less printing are better for the environment. - Reduction in space taken up by desktop printers. - New multi-function devices print faster, staple and can produce colour copies.

13. *Change approach*	14. *Dependencies and constraints*
TBC Two quotes from existing and one other supplier. Building works to be completed by Facilities Management.	Service Accommodation Review. Printed letterheads. Reprographics service review project (pending).
15. *Timeline*	16. *Data*

Mar 2016   TPB project agreed
Mar   Printer survey and quote (Canon)
Mar   Audit of desktop printer use
Apr   Start a project meeting
May   Competitive quote
May   PID and specification to TPB for approval
Jun-Sep   Template letterheads are available and in use
   Preparation works
31 Aug   Deadline: Contract awarded
Sep-Dec   New multi-function printers installed and tested
   Desktop printers (in scope) are removed
   New fax functionality implemented
   Training for staff
	Asset list from ICT.
	Paper purchasing from Business Support.
	Previous Management Board or Cabinet Reports.
	Desktop and MFD printer audit.
	Letterhead templates on Z drive, in 'common templates' folder.

17. *Project members*	18. *Change control*

Project Sponsor: Glen Chipp, Chief Executive
Project Manager: David Newton, Assistant Director, ICT & FM
Transformation Lead: David Bailey, Head of Transformation
ICT systems: Steve Bacon, ICT Operations Manager
ICT: Chris Askew, Service Desk Supervisor
Facilities: Mike Hobbs, Facilities Manager
Business support: Sharon Lekha, Business Manager
Directorate representatives:
   Gary Woodhall, Senior Democratic Services Officer (Governance)
   Kay Cobbin, Housing Admin Officer (Communities) and outstations
   Anna Whittaker, Business Support Officer (Resources)
   Elizabeth Ainslie, Environmental Co-ordinator (Neighbourhoods) and Green agenda rep
   James Carstairs, Administration and Premises Manager (Communities) and outstations
Supplier representative: To be determined
	Transformation Programme Board amended v1.1 23.03.2016
	Change control TPB v2.0 06.04.2016
	Change control PMO v4.0 25.04.2016