

Project close

1. Project title	Printer Migration	5. Reference	P033
2. Manager name	David Newton, Assistant Director, ICT and Facilities Management	6. Date	19 July 2017
3. Sponsor	Glen Chipp, Chief Executive	7. Version	1.0
4. Corporate Plan link	Aim 3.b. Modernising council operations		
8.	Baseline	Actual	
Start Date	23 March 2016	23 March 2016	
Finish Date	April 2017	July 2017	
Budget	£48,500	£48,500	
9. Timeline	10. Executive Summary	11. Recommendations	
See page 3 and 4 of report for Completed Timeline view and Action Tree view (Source: Covalent).	<p>What was the project? To introduce new MFDs and remove desktop printers</p> <p>What did you do? Replaced approx. 30 MFDs and removed 90 desktop printers with approx. 26 new MFDs</p> <p>Why was it established? To save money, efficiency saving for IT as old printers were faulty, improved resilience, improved data security as ID cards are required to pick up printing</p>	<ul style="list-style-type: none"> ▪ To formally close the project ▪ Letter head templates to be put in to Business as Usual, for IT ▪ Relocation of HR loan printer (due to payslips transitioning to online) ▪ Review project implementation, including MFD locations and issues log in October 2017 ▪ Review benefits realisation in October 2017 	
	12. Benefits		
	<ul style="list-style-type: none"> ▪ Increased Savings for; fee of new MFD contract, colour printing, routing of large print jobs to Reprographics and removal of fax lines ▪ Improved Efficiency – staff can access any MFD at any site for print and scanning functions, IT staff will have reduced ▪ Reduction in stock holding of expensive ink cartridges 		
13. Projects and/or programmes of work that are affected by this project			
<ul style="list-style-type: none"> ▪ Reprographics Service Review (P050) – diverting large print jobs to Reprographics and how the service is managed ▪ Relocation of the housing repairs service (P150) - MFD will require relocation to other sites Oakwood Hill Depot ▪ Review of the Careline Alarm Monitoring Service (P010) - removal of HP printer from Parsonage Court ▪ Relocation of MFD to Town Mead 			
14. What went well?	15. Areas to be improved?		
<ul style="list-style-type: none"> ▪ There was good support from Management Board ▪ Out of hours removal of MFDs went well ▪ Senior managers reaffirmed decisions made by the group and dealt with descent from staff 	<ul style="list-style-type: none"> ▪ A lack of regard for the project decision making process around the replenishment of MFDs ▪ Some Directorate reps were not given sufficient support to cascade information to colleagues ▪ Prioritisation of resource management for projects over Business as Usual (within sections of Directorates) e.g. service areas not agreeing to develop letter head templates for the duration of the project 		
16. Findings			
<ul style="list-style-type: none"> ▪ Savings for 2016/17 were £15,000 with an expectation of £7,500 for this period ▪ For 2017/18 savings are on track for £18,000 as stated in the Transformation Programme Board report (20 July 2016) ▪ Proposed solution cost has been reduced to £30,500 (budget has been adjusted) – ICT 33080: 3020 (IH015 & IH016) 			

Project close

- The project has highlighted a skills gap for basic IT skills which will be addressed in 2017/18 IT training offering

17. Data

- ICT budget; 33080: code 3020 (job numbers: IH015 & IH016)

18. Project members

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: Stuart Mitchell, 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

19. Change control

Project close

Go To... 7
Print Help

P033 Printer Migration

Current | Description

Progress 94%

Status ● **Overdue**

Weight 1

Next Update Due 19 Jul 2017

Details | **Action Tree 2** | Timeline | Milestones | Related To | More...

Parent

Code & Title	Progress	Status	Due Date
▶ WS3 Workstream 3 - Resources, Accommodation and Technology	<div style="width: 76%; height: 10px; background-color: gray; display: inline-block;"></div> 76%		31 Mar 2023

Sub-Actions

Code & Title	Progress	Status	Due Date
✔ P033.01 Transformation Programme Board	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		23 Mar 2016
✔ P033.02 Project meeting	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		25 Apr 2016
✔ P033.03 Undertake printer usage	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		25 Apr 2016
✔ P033.04 Analyse printer Audit	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 May 2016
✔ P033.05 Draft PID	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		23 May 2016
✔ P033.06 PID Agreed by TPB	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		01 Jun 2016
✔ P033.07 Transformation Programme Board	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Jul 2016
✔ P033.08 Multi-Function Devices	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Jul 2016
✔ P033.09 Xerox	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Jul 2016
✔ P033.10 Leader to approve the PID	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Aug 2016
✔ P033.11 Approve Supplier	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Jul 2016
✔ P033.12 Supplies	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		20 Jun 2016
✔ P033.13 MDF positioning	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Jul 2016
✔ P033.14 Templates complete agreed	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		30 Sep 2016
✔ P033.15 Template approved by TPB	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Oct 2016
✔ P033.16 Order Placed with Xerox	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Oct 2016
✔ P033.17 Installation	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Oct 2016
✔ P033.18 Installation	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Oct 2016
✔ P033.19 Delivery	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Oct 2016
✔ P033.20 MFD removal	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		27 Feb 2017
✔ P033.21 Satellite offices	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		30 Nov 2016
✔ P033.22 Communications	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		30 Nov 2016
✔ P033.23 Installations commence	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Dec 2016
✔ P033.24 Desktop printer removal	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		30 Jan 2017
✔ P033.25 Installation	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		20 Dec 2016
✔ P033.26 Test Template	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		05 Dec 2016
✔ P033.27 Deliver	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Jan 2017
✔ P033.28 Redundant MFDs	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Jan 2017
✔ P033.29 Printer tables	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Mar 2017
✔ P033.30 Technical justification	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Jan 2017
✔ P033.31 All desktop units	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Mar 2017
✔ P033.32 Implementation issues resolved	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Mar 2017
✔ P033.33 Lines terminated	<div style="width: 100%; height: 10px; background-color: gray; display: inline-block;"></div> 100%		31 Mar 2017

Project close

P033 Printer Migration-

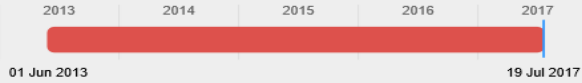
Current Description

Progress  94%

Status ● Overdue

Weight 1

Next Update Due 19 Jul 2017



Details Action Tree 2 Timeline Milestones Related To More...

Sorted by Due Date

Zoom    Print

Code & Title	Progress	2015	2016	2017
✓ P033.01 Transformation Programme Board	100%			
✓ P033.02 Project meeting	100%			
✓ P033.03 Undertake printer usage	100%			
✓ P033.05 Draft PID	100%			
✓ P033.04 Analyse printer Audit	100%			
✓ P033.06 PID Agreed by TPB	100%			
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✓ P033.32 Implementation issues resolved	100%			
✓ P033.33 Lines terminated	100%			