



## PROJECT MANDATE

---

**Project name** Parkside Developments – Parkside Shared Services

---

<b>Project Sponsor:</b>	Dawn Garton
<b>Project Manager:</b>	Chris Stone

---

**Purpose:** To create a robust solution for shared Legal, Audit and Equalities services, working effectively with Rutland, NW Leicestershire and Harborough.

**Contents:**

Topic	See Page
Background	
Project objectives	
Scope	
Constraints	
Interfaces	
Impact on services	
Outline Business Case (reasons)	
Project tolerances	
Reference to any associated documents or products	
The customer(s), the user(s) and any other known stakeholders	

**Project Classification:**

- (i) More than 100 hours
  - (ii) £10k revenue/capital costs/savings
- 

**Funding Source:**

General fund

**External Funding:**

-----  
**Costing Overview:**

### Capital/Revenue

	£	Comment
Initial costs	£3,000	£3,000 evaluation of current technology infrastructure and determine options. Plus costs of any changes required
External funding		
Net cost		
Ongoing savings		
Phasing		

---

**Background:** The district Council's in Leicestershire are increasing the use of shared services as a means of providing more cost effective services.

This has created a situation where a number of staff work for more than one Council and need to access information on more than one Council's network.

The district Council's networks are not currently linked and therefore at present the only way districts can access each others networks is via remote access solutions. This has proved to be problematical and a better solution is required.

---

**Project objectives:** To allow shared services staff to access information from more than one Council's network.

---

**Scope:** The project will initially be limited to working with shared services staff at Harborough, Rutland and North West Leicestershire.

---

**Constraints:** Any solution has to comply with the security constraints of the GCF Code of Connection.

The solution must be compatible with the Council's 802.1.x network authentication and security.

---

**Interfaces: (internal/external)** This project interfaces with the project to allow other partner organizations to work at Parkside.

---

**Impact on services:** Harborough shared Legal service and Rutland shared Internal Audit service will be effected by this project and will need to assist with testing.

---

**Outline Business Case: (reasons)** Shared services currently experience operational problems accessing the information that they require to undertake their function. This leads to inefficiencies and increases in cost.  
A better solution is therefore required to make shared services work more efficiently.

---

**Project tolerances: (critical success factors)** Shared services able to access Council information at more than one Council.  
**Completion criteria/exit strategy:** Effective shared service working through a robust and reliable access solution.

---

**Reference to any associated documents or products:** Logicalis Parkside network design.  
GCF Code of Connection.

---

**List customer(s), the user(s) and any other known stakeholders:** Harborough shared Legal service.  
Rutland shared Internal Audit service.  
North West Leicestershire shared Equalities service.

---

**Will an equalities impact assessment be undertaken on the proposal:** Yes

**Outline Project Plan:**

Phase	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
<b>Dates:</b>	Jul 12	Oct 12	Jan 13	Apr13	Jul 13	Oct 13	Jan 14	Apr14
Investigate options								
Implement solution								

Please use blocks of grey fill to indicate the timescale for each stage

**Estimated Project Cost:**

Phase	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
<b>Dates:</b>	Jul 12	Oct 12	Jan 13	Apr13	Jul 13	Oct 13	Jan 14	Apr14
<b>PROJECT COSTS</b>								
Service staff days								
Change team days								
ICT team days	5							
Other staff days*								
<b>Total internal days</b>								
<b>Internal cost</b>								
External staff days**	3							
<b>External staff cost</b>	3,000							
Software cost								
Hardware cost								
Data cost								
Training cost								
Other external costs								
<b>Total external cost</b>								
<b>Total initial cost</b>								
<b>ANNUAL COSTS</b>								
Annual external cost								
Annual internal cost***								
<b>Total annual cost</b>								

Each grey filled area in the project plan must have a costed entry in this table

* Other staff days	Other internal staff required to deliver the project
** External staff days	External expertise required to deliver the project
*** Annual internal cost	Covers all additional annual running costs, including additional staff, expertise, training, cost of IT support to the system, additional backups, DR implications etc.