



PROJECT MANDATE

Project name *Uniform Public Access*

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Purpose The information in a Project Mandate is to trigger the process Starting-up a Project. It should contain sufficient information to identify at least the prospective Executive of the Project Board and indicate the subject matter of the project.

Contents *A Project Mandate could cover, for example, the following topics. There may be other unique criteria for a specific project.*

Topic	See Page
Responsible authority	
Background	
Project objectives	
Scope	
Constraints	
Interfaces	
Impact on services	
Outline Business Case (reasons)	
Project tolerances	
Reference to any associated documents or products	
An indication of who is/are the appointed Project Manager	
The customer(s), the user(s) and any other known stakeholders	

Project Classification (delete as appropriate):

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

Funding Source(delete as appropriate):

- (i) General Fund

External Funding

- (i) **Source and Quantity**
- (ii) **Consultation with Funding Officer**

Costing Overview**Capital/Rev**(delete as appropriate)

	£	Comment
Initial costs	25,000	DC Public Access, Consultee Access
External funding	0	
Net cost	25,000	
Ongoing costs/savings		
Phasing	2011/12	

Responsible Officer Jim Worley

Background The current version of Public Access will be de-supported in Dec 2010. The system is well used by the public and it is desirable to continue to offer this service to reduce the workload on Customer Services and Regulatory Services.

Project objectives To maintain Planning Online.

Scope Upgrade DC PublicAccess

Constraints Availability of budget

Interfaces (internal/external) Heavily utilized by the public

Impact on services Customer Services will experience increased workload if this work is not carried out.

Outline

Business Case (reasons) The current version of Public Access will be de-supported in Dec 2010.
To Maintain Planning Online availability to public

Project tolerances (critical success factors) To deliver within budget

Completion criteria/ exit strategy System successfully upgraded

Reference to any associated documents or products IDOX De-support notice.

List customer(s), the user(s) and any other known stakeholders Public
Customer Services
Regulatory Services
