



Three Rivers District Council

**MOD.GOV/CIVICA COMMITTEE
MANGMENT SYSTEM**

**PROJECT INITIATION DOCUMENT
(P.I.D. Lite)**

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Project Initiation Document (P.I.D. Lite)

Document Control

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Distribution

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1 Introduction

1.1 Purpose of the document

The Project Initiation Document (Lite) consolidates information required regarding the fundamental aspects of the project and is the basis against which the project is evaluated and prioritised.

- Why is this project important
- What will the project do, what outcomes will be delivered, what are the success factors and risks
- How much will it cost, what resources are required

*** This document is a "lite" version of the full Project Initiation Document (PID) required when initiating the project fully. The full PID contains additional information.*

- How will the project be implemented, how will it be managed
- When will the project be implemented
- Who will be involved and who will be impacted

NOTE: When a PID is recommended to Council and approved as part of the budget setting process, the relevant Chief Officer will be deemed to have the necessary Delegated Authority to enter into any contract in respect of the project and within the budget agreed.

1.2 Executive Summary

1.2.1 The project seeks to install the Modern.gov/Civica Committee Management system which would provide a complete Governance solution to make managing meetings easier.

1.2.2 The system would reduce production time with the instant agenda creation and one click publishing. This would in-turn reduce Committee lead times and allow for instant email notifications when new agenda/reports/minutes or decisions are published.

1.2.3 Moving to this new system of Governance would enable the Council to deliver good governance by ensuring that internal processes are streamlined, efficient and secure.

1.2.4 This fully configurable report management module would manage the workflow processes into steps that feed into the decision making process, providing full transparency, accountability and efficiency.

1.3 Project Objectives

1.3.1 To replace the current Governance system of producing word files and converting into Adobe PDF files and having them in numerous places.

1.3.2 The Modern.gov/Civica system would bring together all the documents into one Governance system.

1.4 Current issues and priorities

- 1.4.1 Currently, the Committee team produce the agendas, minutes and reports in the Microsoft Word programme within the Shared Committee folder.
- 1.4.2 The Council Officers use the Council report, agenda and minutes templates on the intranet.
- 1.4.3 The files are then converted into PDF format and published on the Council's website under the Council meeting agenda pages (for each individual meeting) along with the agenda which is cut and pasted into the agenda page.
- 1.4.2 The aim of having the new system would be to increase productivity for Officers and Members which would include:
- Calendar integration to allow for easy scheduling and notification of meetings
 - Collate and publish papers in a more timely fashion
 - Remove the requirement to manually update the Council website with automatic publication of all content
 - Work-to-do portal helps schedule forthcoming activities and events

1.5 Implications of project not being complete

- 1.5.1 If we do not look to complete the project the Council would continue to have different software methods and systems to co-ordinate the Committee work and would continue to store the files in a number of different locations.
- 1.5.2 The Council would continue to use different methods of co-ordinating meetings held within the Council.

2 Business Case

The business case for the project is about supporting strategic objectives relating to organisational efficiency and effectiveness and use of resources.

Why should this project be undertaken?

- Modern.gov/Civica system would provide a complete Governance solution to make managing meetings easier.
- It would reduce production time with the instant agenda creation and one click publishing. This in-turn will improve the Committee lead times and allow for instant email notifications when new agenda/reports/minutes or decisions are published.
- Will enable the Council to streamline its Governance processes.
- Allows to manage the workflow processes into steps that feed into the decision making process, providing full transparency, accountability and efficiency.
- The Mod.gov apps can be made available on a number of different devices including iPads, Android and Windows tablets and can be used more securely than our current systems.
- The Council would be able to improve the business process across the organisation by having fully paperless meetings in all areas such as: Senior Management Team meetings, Cabinet/MB meetings, briefings, team meetings, workshops, working groups etc. with automatic downloads would allow meeting attendees to always have the most relevant information at their disposal.
- Having a restricted App for both Officers and Members allows users to be linked to their user account within the system. This allows confidential and exempt papers that the individual is entitled to, to be securely delivered to their device. Once the meeting papers have been delivered to the device, they are in a secure area for that individual to make their own personal annotations, comments etc., on their own set of papers. These papers are then available offline on their tablet device and can be retained for up to 5 years.
- Different Committee Members/Officers can have different access levels, and will only receive the meeting pack(s) they are entitled to.
- Members profile pages would be enhanced to provide a one stop page providing information on what Committees they are members of, special responsibility positions, attendance at meetings, elections results, election analysis for their Ward and declarations of interest.

How will project success be measured?

- By providing one fully configured Committee management system
- Enabling the Council to deliver good Governance ensuring that internal processes are streamlined, efficient and secure
- Positive Customer feedback from Members, Officers, stakeholders and members of the public

2.1 Project Definition

2.1.1 Replace the existing Governance process for issuing of agendas, reports and minutes with a fully configured report management system.

2.2 Outputs and Outcomes

Outputs

Would provide for:

- One location for the publication of agendas, reports and minutes
- Web/email workflow with automated notifications and reminders
- Work to do portal to track all outstanding tasks
- Track outstanding decisions and reports
- Manage draft review process
- Calendar integration to allow for easy scheduling and notification of meetings

Outcomes

- Automatic and immediate web page creation
- One click publication of documents to both website and IT devices
- Committee team has full control over published content
- Secures restricted content

2.3 Benefits

See Point 2 above

3 Project Costs

This section should include a high level breakdown of all expected project costs, including all costs for project management. Identify any budget-sharing arrangements with third parties, including key stakeholders.

3.1 One off project costs

3.1.1 There would be an initial one off capital cost of £15,000 for the application software and implementation.

3.1.2 The maintenance, support and upgrade for Year 1 is included in this fee.

3.1.3 For Year 2 onwards the maintenance, support and upgrade fee would be £7,250 per annum (revenue cost).

3.1.4 To have the restricted app functionality would be an extra £3,000 (this is optional) and would be reduced to £1,500 per annum for the first 3 years rising to £3,000 after this.

3.1.5 To have the hosting would be an extra £3,000 (this is optional) and would be reduced to £1,500 per annum for the first 3 years rising to £3,000 after this the hosting which is optional would be £3,000

3.1.6 The Implementation consultancy, training, documentation, public tablet apps, are all included in the cost.

3.1.7 Exchange integration is optional at £1,000 and ADFS Integration is also optional at £3,000.

3.1.8 It is recommended that the Council opts for points 3.1.1, 3.1.3, 3.1.4 and 3.1.5 above.

3.2 Financial viability

3.2.1 See above.

3.3 Resources and skills

The Committee Team would manage the project and would be the main user of the new Committee management system.

Training would be provided by Modern.gov/Civica to all Members and staff and enhanced training would be provided to the Committee Team.

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In addition, the IT Team would provide support in its implementation following experience with implementation of the system at Watford BC.

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Has the project been agreed by the Head of ICT?

Yes	
No	X

3.4 Equalities

Is this project responding to an Equality Impact Assessment?

Yes	
No	X

If yes, please provide brief details of the EIA...

Has an [Equality Impact Assessment](#) been undertaken for this project?

Yes	
No	X

If yes, what are the outcomes and how do these link to the project?

3.5 Data Protection Impact Assessment (DPIA)

Has a [Data Protection Impact Assessment](#) be completed for this project?

Yes	
No	X

If yes, please attach a copy
If no, why not?

3.6 Risks

[Risk Management Strategy](#)

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Not introducing the new Modern.gov system/Civica	More time consuming, files stored in numerous locations and less secure	Monitor and continue to password protect and encrypt confidential/Part II papers	Tolerate	6

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Very Likely ----- Likelihood ----- Remote	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
Low	Low	Medium	High	
2	4	6	8	
Low	Low	Low	Low	
1	2	3	4	
----- Impact -----> Unacceptable				

Impact Score
 4 (Catastrophic)
 3 (Critical)
 2 (Significant)
 1 (Marginal)

Likelihood Score
 4 (Very Likely (≥80%))
 3 (Likely (21-79%))
 2 (Unlikely (6-20%))
 1 (Remote (≤5%))