

**PROJECT MANDATE**

<b>Project Title</b>	LCC Learning Platform Replacement
<b>Project Description</b>	To replace the current learning platform offered by LCC (Assimilate) with a new learning platform for use by schools and Children's Services
<b>Programme</b> – Will this project be included as part of an existing programme, if so which?	Childrens Services Schools ICT Programme
<b>Sponsoring Directorate</b>	Childrens Services
<b>Directorate Contact</b> – Name of person submitting mandate	Serle Frazer
<b>Project Sponsor</b> – The person who will provide strategic direction to the project and the decision maker.	Debbie Barnes
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<b>Is this mandate submitted to investigate viability of a project only</b>	No
<b>Business Critical Delivery Date</b>	Dec 2010 for project completion
<b>Reasons the project needs to be delivered by this date</b>	This date is assumed at this point as the scale of this project will need to be properly assessed.
<b>What are the implications of this project not happening?</b>	Lincolnshire will be unable to meet its legislative requirement to provide a learning platform for Lincolnshire schools once Assimilate is retired.
<b>Project Background</b> – What prompted the idea to undertake the project?	Lincolnshire county council is required to provide a learning platform for Lincolnshire schools to use. The current platform Assimilate is heavily integrated with the current NETLinc network and as such is impossible to separate the learning platform from the NETLinc network which is due to be decommissioned in 2010 due to the LSN now being complete. With this change there is a requirement to look at replacing Assimilate so that we can continue to provide a learning platform for our schools.
<b>Project Objectives</b> - What is the project aimed at achieving (the desired end result)?	This project will provide a new learning platform for Lincolnshire schools that meets the functional requirements as specified in the requirements analysis that will be done as part of this project.
<b>Project Scope</b> - What will the project include/consider?	User requirements analysis Functional requirements analysis Full management of the tender process (if required) Selection of learning platform solution Implementation and integration to the LSN All communications to stakeholders Any identified training requirements Identification of all ongoing support and costs and SLA definition
<b>Exclusions</b> – Is there anything that the project should NOT include/consider	The project will not include the full decommissioning of Assimilate as this will be done as a separate process
<b>Constraints</b> – Are there any constraints or boundaries that have to be adhered to – e.g. legislation, government requirements, timescales?	700k of the capital must be spent by August 2010 1m capital investment from LCC needs to be confirmed
<b>Known Risks</b> - Indicate any known risks which could affect the project	School buy-in to assimilate is low and buy-in to this project may also be low

	Communications to schools currently are fragmented and robust comms methods must be developed to communicate with all schools
<b>Is User Acceptance testing required?</b>	Yes
UAT requirement	The learning platform will undoubtedly need to be customised to meet the needs of Lincolnshire schools if it is a COTS product. These will need to have a formal UAT requirement. It is envisioned at this point that CFBT would lead that process as the user representation on the project.
<b>Outline Business Case</b>	
<b>Is this a statutory requirement? If yes, what is the requirement?</b>	Yes Lincolnshire County Council are required to provide a learning platform for schools
<b>Does the project support the Council's e-Govt objectives? If yes, how?</b>	No
<b>Does the project support the Directorate service plan?</b>	Yes
<b>If yes, how?</b>	Replacement of the learning platform falls in the 14-19 agenda as part of the service plan
<b>Project Deliverables and Benefits</b> <i>(tabular)</i>	
<b>Deliverables</b> (Tangible – e.g., documents, plans, system, etc. Non-tangible – e.g., customer satisfaction, decreased costs)	<ol style="list-style-type: none"> <li>1) User requirements analysis</li> <li>2) Functional requirements analysis</li> <li>3) Full management of the tender process (if required)</li> <li>4) Selection of learning platform solution</li> <li>5) Implementation and integration to the LSN</li> <li>6) All communications to stakeholders</li> <li>7) Any identified training requirements</li> <li>8) Identification of all ongoing support and costs and SLA definition</li> </ol>
<b>Benefits</b> <i>(tabular)</i>	<p>LCC will be able to meet its requirement to provide a learning platform solution to Lincolnshire schools.</p> <p>Through detailed requirements gathering the new learning platform will meet the current needs of Lincolnshire schools now and into the future.</p> <p>It is envisioned that support costs for a new learning platform will be lower than is current with Assimilate.</p> <p>A new learning platform designed to meet the current needs of schools should increase buy-in from schools that is currently lacking with the current solution due to it not being fit for purpose for the majority of customers.</p> <p>The new learning platform will facilitate access to reporting information that is a requirement from central government by August 2010.</p>
<b>How will the benefits/success be measured?</b>	The benefits and successes will be owned and measured through the Childrens Services ICT

	Programme Board
<b>Additional Supporting Information –</b> Further relevant information to show the reasons why the project should be started - demonstrate the value the project brings to the organisation	CFBT has already carried out a gap analysis on the requirements for Lincolnshire schools and this will feed into a more detailed analysis as part of this project.
<b>Links/Dependencies with Other Projects –</b> Will this project affect/be affected by the delivery of other projects in the organisation?	SSL Gateway Project Integris G2 Upgrade
<b>Project Funding</b>	
<b>Initial Expenditure –</b> Indicate any known costs at this stage and the budget where costs will be charged	700k from 14-19 agenda 1m from LCC capital
<b>Ongoing Revenue Costs -</b> Indicate known costs at this stage and the budget where costs will be charged	Unknown at this point however the current costs for support of Assimilate are £75k per annum. We would anticipate that the ongoing costs for support of a new learning platform would be lower than the current costs.
<b>Is there external funding available for this project?</b> <b>If yes, from where?</b>	No
<b>Is this a netlinc project?</b>	No
<b>Who is the budget holder?</b>	Jez Bailey
<b>Has the budget holder agreed to this Project being funded?</b>	Yes