

PROJECT INITIATION DOCUMENT

Project Title:	STORM-IT (STrategic head Office Roll-out of a Managed IT infrastructure)
Proposed Project Sponsor:	Martin Ellison
Proposed Project Manager:	David Wozny
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Author:	David Wozny

Project Derivation

Millennium compliance obligations require significant financial investment and widespread change in the IT infrastructure at Britannia head office. This scenario provides an ideal opportunity to review the current IT infrastructure as a whole and implement a strategic infrastructure solution to better serve the business into the next millennium.

Project Brief

To implement in the Britannia head office complex a strategic IT infrastructure platform with an intrinsically managed constituent to ensure that a controlled IT environment is maintained and provides the foundation for future developments to be rolled out in a confident manner with significantly reduced support requirements. The IT infrastructure at the Britannia head office complex is to be considered in a strategic context to ensure that high quality solutions that serve Britannia's requirements are implemented and that fundamental to all elements of the project is the manageability of solutions.

Project Scope

- In Scope
 - Head office complex
 - Remote sites which are not part of the branch network
 - All PC related elements of the head office IT infrastructure
- Out of Scope
 - Branches
 - Subsidiaries
 - Non-PC related elements of the head office IT infrastructure, e.g. mainframe and UNIX systems

Key Project Deliverables

- Millennium compliance
- Managed, integrated IT infrastructure
- Secure and scalable foundation capable of facilitating potential future expansion
- Standard platform for application development
- Strategic choice of system software and applications
- Robust environment with a significant reduction in downtime
- Legal compliance on software licencing
- Electronic mail and calendaring solution

Key Project Assumptions

- The project manager is empowered with decision making authority on the project
- The corporate choice of PC server operating system is Windows NT Server v4.0
- The corporate choice of PC desktop operating system is Windows NT Workstation v4.0
- The technical support department are developing the network infrastructure on a strategic basis to satisfy the increasing expansion of IT services at the head office complex
- End user training is the responsibility of the training department

Project Elements

- Evaluate and propose strategic choice of corporate desktop management software to include software distribution and management, inventory management, software licence control and metering, network tracing and remote control
- Evaluate and propose strategic choice of corporate office automation suite
- Evaluate and propose strategic choice of corporate browser application
- Evaluate and propose strategic choice of corporate anti-virus software
- Evaluate and propose strategic choice of corporate electronic mail system comprising both the back end (server) and front end (client) elements
- Review of hardware selection criteria for IT infrastructure (PCs, servers, printers, etc.)
- Review of IT purchasing policies and controls

Expected Project Benefits

- Operational
 - Provision of a genuine foundation for the basis of providing a guaranteed service level to user support's customers
 - Robust, reliable platform with significantly reduced operator downtime
 - Uniform environment and standard set of office automation applications to enable consistent training programs to be delivered to the user population
 - Integrated applications to provide single logon to all systems
 - Provision of an electronic mail and calendaring system to facilitate intra-company communications
- Technical Infrastructure
 - Provision of a fault tolerant platform for business continuity and disaster contingency
 - Integration of back office systems to improve manageability
 - Confidence that the infrastructure can support the scale and pace of change at Britannia
 - Reduced loading on the network due to protocol consolidation
 - Provision of dynamic inventory management - both hardware and software
 - Strict legal compliance with respect to software licences
 - Controls to prevent the proliferation of unlicensed software
 - Implementation of an up-to-date virus prevention solution

- Implementation of an intra-company electronic mail system with a foundation to support potential future inter-company (Internet) electronic mail and other communications platforms such as faxing, etc
- All data to be held centrally in recognised and managed locations
- Confidence that all data is backed up and recoverable
- Financial
 - Reduction of costs associated with procuring multiple discreet applications from multiple vendors
 - Reduction in software licencing costs due to metering of licences (concurrency management)
 - Reduction in hardware maintenance costs due to the replacement of aging, unreliable equipment and the capacity to negotiate a better hardware maintenance deal due to a standardised environment
 - Reduction of support costs as a result of a more controlled desktop environment and a managed software distribution mechanism
 - Reduction of application development costs as a result of having a single platform to develop / test / implement on
 - Reduction of risk of financial penalties (and public embarrassment) from B.S.A. / F.A.S.T. spot audit due to inadequate software licencing controls
 - Reduction of infrastructure costs presently inherent in most new IT project initiatives
 - Accurate determination of balance sheet asset value of IT infrastructure
- Corporate Profile
 - Potential to market a professional image of Britannia as a corporate entity committed to a strong, IT aware business (both to external customers and potential staff)
 - Give external customers confidence that their accounts are managed in a well-managed, secure environment
 - Improved capability to deliver new projects to schedule

Project Schedule Targets

- Critique of Current IT Infrastructure 29th May, 1998
- Evaluation Project Criteria / Plan 5th June, 1998
- Evaluation Recommendations 28th August, 1998
- Business Proposal 4th September, 1998
- Development / Testing 19th February, 1999
- Implementation 6th June, 1999
- Review and Acceptance 6th June, 1999

Project Impact / Alignment

- Millennium Compliance
- Red Box
- Legato Backup System
- Intranet
- Application Development (Visual Basic, etc.)
- Network Infrastructure Development