

PROJECT INITIATION DOCUMENT (PID)		Document Ref & Version No: SW (laptop) PID 1/1
Programme: Computing Services	Project: Staff workstation (laptop)	
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Purpose:

This document has been produced to capture and record the basic information needed to correctly direct and manage the project. The PID addresses the following fundamental aspects of the project:

- *What is the project aiming to achieve*
- *Why it is important to achieve the stated aims*
- *Who will be involved in managing the project and what are their roles and responsibilities*
- *How and When will the arrangements discussed in this PID be put into effect.*

When approved by the Project Board this PID will provide the “Baseline” for the project and will become “frozen”. It will be referred to whenever a major decision is taken about the project and used at the conclusion of the project to measure whether the project was managed successfully and delivered an acceptable outcome for the sponsor/user/customer.

Background:

Following on from the Staff XP workstation project we would like to expand this project to cover staff laptops. These laptops are to be used both on-site and remotely, either as stand alone or networked workstations

Objectives:

The objective is to build a new standard staff laptop workstation image that can be used as the basis for any staff laptop workstation and should include the following key issues:

1. Create a new standard staff laptop workstation image
2. Hardware, use new Toshiba laptops
3. Test all standard software
4. Set up dial up ISP accounts
5. Plan a controlled roll out

Scope, Exclusions & Interfaces:

The scope of this project is to create a new standard staff laptop image, which will include the standard MS Office products.

The OS will be MS XP and the main software will be:

- Office XP2002 including Outlook.
- Simeon
- SPSS 11
- Adobe Acrobat reader 5.0
- Sophos
- Quicktime 6
- Internet Explorer 6.0.2800.1106
 - Macromedia Flash 6 plug in
 - Quick Time 6 plug in
 - Shockwave plug in

The laptop will be able to connect directly to the college LAN when the laptop is being used on-site.

Off site the laptop can be used as a stand alone workstation.

The laptop can also be used as a remote networked workstation using one of three methods of connection:

1. Dial up using modem to ISP for Internet access
2. Dial up using modem to ISP using Blackboard to give some networked file access
3. Dial up using ISP using VPN to give networked file access

Of the above item 1 is available now, items 2 and 3 will both need further investigation as to which method would prove to be the most useful. It has been suggested that Oracle Collaboration might be a possible way to gain access to a networked file store.

Laptops will come back to Operations every term for check up and re-image, staff will be issued with another laptop. It should be noted that this means personal or College data should not be left on laptop hard discs.

College Data Security

Policies will need to be put in place so that College data cannot be “lost” in the event of stolen or lost laptops. This could be as simple as password protecting the laptops or as complicated as encrypting files.

Outline Deliverables (Products):

A new standard staff laptop image that will fulfil the objectives above.

Constraints:

To be decided.

Assumptions:

The image will carry all 'standard' software with the provision for other software to be added by the Operations team.

Staff will not be able to install their own software.

Outline Business Benefits/Business Case:

Staff now need to be able to work off site, using software remotely and gain access the Internet. In the long term staff will have access to a networked file store on the College local LAN.

The problems solved during the initial stages of this project (TTA Education laptops) will prove useful for all future networked College laptops

Preliminary Risk Assessment:

The main risk is that the image does not perform as well as the existing image and therefore the staff do not perceive this as a useful laptop image.

There is a physical risk with laptop computing, hardware can be damaged or easily stolen we need to try to reduce this risk in any way that we can. As mentioned earlier we also need to protect College data.

Customer's Quality Expectations:

The image should give the staff an 'up to date' software platform that will enable them to work in an efficient and productive way

Project Quality Plan:

There will be a documented build of the new workstation image at least once a week, this image will then become the base line for the next weeks testing, development of this new base line image will carry a new version number. First week version 1.1, second week version 1.2 etc, all versions will be kept so in the event of a major problem found in testing we could roll back to a previously tested version. A document (stagetesting.doc) will be used to feed back test results and observations back to the Technical Team, testing will be under the control of Jon Collar and could involve using people from any part of The College. A serious testing failure should generate an exception report (see **Exception Process** later in this document). I would define a serious testing failure as something that caused the O/S to crash or caused the image to become unusable. The failure of an individual application should be reported initially using the (stagetesting.doc) document.

Acceptance Criteria:

The fulfilment of the criteria outlined in objectives.

Outline Project Plan:

To be decided.

Exception Process:

An exception report (WSXPexp.doc) can be generated at any point during the project and should be returned to Vic Mercer (project manager), this report will then cause a meeting of both the Project Management and Technical team together to deal with and decide any action that needs to be taken. The exception report can be generated by any member of the team or by any person doing testing of the image. Please note that it is assumed that the project is going according to plan if no exceptions are raised. An exception report can be generated by any person working on the project (management, technical or testing teams).

Financial/Budget Requirements:

To be decided.

Timing:

To be decided.

Suggested Project Board members:

Project Management Team

Manager	Vic Mercer	email vic@cant.ac.uk
Customer/User	To be decided	
Executive	Peter Rands	email pr10@cant.ac.uk

Project Technical Team

Jon Collar	email jc38@cant.ac.uk
Vic Mercer	email vic@cant.ac.uk
Frank Catt	email frank@cant.ac.uk
<u>Simon Stephenson</u>	<u>email ss134@cant.ac.uk</u>

Additional Comment:

Author's Signature:

Date:

Project Manager's Signature:

Customer/User's Signature:

Project Board Executive Approval

Date:
