

## Estates and Buildings Department IT Group

26<sup>th</sup> August 2014

### Paper 4- 2014-15 Projects Update

#### Brief description of the paper

This paper provides an overview of the all the new scheduled Estates and Buildings projects to be undertaken in conjunction with IS Applications during 2014-15

#### Action requested

Requirement for business areas to determine appropriate resources and confirm their availability through the projected project timelines

#### Resource implications

Does the paper have resource implications? No

#### Risk Assessment

Does the paper include a risk analysis? No

#### Equality and Diversity

Has due consideration been given to the equality impact of this paper? No

#### Originator of the paper

Andy Stewart, Programme Manager for Estates and Buildings – 15<sup>th</sup> August 2014

#### Freedom of information

Can this paper be included in open business? Yes

# Projects Scheduled for 2014-15

Key:

Original Plan 

Project	Category	Funding	Project Estimate	Effort Completed	Effort to Complete	Start Date	Key Delivery Date	Latest RAG	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Later
<b>Estates</b>																										
Estates and Buildings Financial Management - Phase 2	D	C	250	0	250	Oct-14	May-15	NS																		
Migration of Application Servers	C	C	50	0	50	Oct-14	Feb-15	NS																		
Archibus Upgrade	D	S	120	0	120	Feb-15	May-15	NS																		
Fault Reporting (Web Central On-Demand)	D	S	50	0	50	Aug-14	Dec-14	NS																		
Document Management Extranet	D	S	120	0	120	Nov-14	Apr-15	NS																		
Struxureware	D	S	120	0	120	Nov-14	May-15	NS																		
Building Information Modeling Strategy Review	D	S	120	0	120	Feb-15	Jul-15	NS																		

## AP34-015: Document Management Extranet

### Project Proposal

A system is required to assist with the document management of all building type projects. It is envisaged that the system will provide the ability to

1. Host documents either internally or externally an extranet system, which would permit UoE staff and contractors/consultants to upload and amend documents, e.g. drawings.
2. Create individual projects and assign user access rights on a project by project basis
3. Set access rights on documents for specific users
4. Allow users to check in and out documents.
5. Versioning functionality.
6. Ideally, it would plug into Outlook for ease of filing. Failing this, it would have one log-in to view/amend and also for read-only access (similar to EASE).

With regards to the original proposal above, it should be noted that the scope of the project requires to be clarified to determine if there is the requirement to incorporate other Estates and Buildings records.

### Project Governance

Stakeholder	Responsibility
Project Sponsor	Graham Bell
Business Lead	Anna Stamp
Project Manager	<i>tbc</i>
Business Analyst	<i>tbc</i>
Technical Lead	<i>tbc</i>
IS Apps Service Management	<i>tbc</i>

Project Schedule – AP34-015: Document Management Extranet

Project Phase	Scheduled Start	Scheduled End	Known Stakeholders	Additional Stakeholders
Planning	03/11/14	21/11/14		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives IS Applications Service Management representative</i>
Business Analysis	24/11/14	19/12/14		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives IS Applications Service Management representative</i>
System Analysis and Design	05/01/15	23/01/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives IS Applications Service Management representative</i>
Build and Configure	26/01/15	13/02/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives IS Applications Service Management representative</i>
Integration	16/02/15	06/03/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives IS Applications Service Management representative</i>
Acceptance	09/03/15	27/03/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives IS Applications Service Management representative</i>
Deployment to Live (including build)	30/03/15	15/04/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives</i>

				<i>IS Applications Service Management representative</i>
Closure	16/04/15	29/04/15		<i>Estates and Buildings representative(s)</i> <i>IS Application Development Technology and Production representatives</i> <i>IS Applications Service Management representative</i>

#### For Consideration

- Requirement to determine level of external business access requirements and implications
- Requirement to ensure that business analysis determines full requirements ensuring future proofing
- Requirement to work closely with IS Applications Service Management to determine if current document management system will satisfy business requirements
- Requirement to consider requirements that might be associated with Business Information Modelling

## AP45-012: Migration of Application Servers

### Project Proposal

Estates and Buildings have re-affirmed that the Archibus Facilities Management system is the system required to enable them to maintain the facilities throughout the University estate. In addition, the strategy of the supplier Archibus is to focus on-going development of the product through the browser based WebCentral application as opposed to the windows client based application.

The current WebCentral based applications are being serviced by ageing technology that is approaching its end of life with regards manufacturer support. As a result there is now the requirement for the current application servers used by WebCentral to be migrated onto the available new infrastructure.

To maintain consistency regarding the on-going development and utilisation of WebCentral, the infrastructure migrations will relate to all environments, namely Development, Test and Live.

### Project Governance

Stakeholder	Responsibility
Project Sponsor:	Geoff Turnbull
Business Lead:	Maureen Masson
Project Manager:	<i>tbc</i>
Business Analyst	<i>tbc</i>
Technical Lead	<i>tbc</i>

### Project Schedule - AP45-012: Migration of Application Servers

Project Phase	Scheduled Start	Scheduled End	Known Stakeholders	Additional Stakeholders
Planning	01/10/14	28/10/14	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives</i>
Business Analysis	29/10/14	11/11/14	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology representative</i>
System Analysis and Design (technical design)	12/11/14	02/12/14	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology representative</i>
Build and Configure (Dev and Test)	03/12/14	13/01/15	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology representative</i>
Integration	14/01/15	20/01/15	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology representative</i>
Acceptance	21/01/15	03/02/15	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives</i>
Deployment to Live (including build)	04/02/15	20/02/15	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology representative</i>
Closure	23/02/15	06/03/15	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives</i>

## AP45-013: Estates and Buildings Department Financial Management Implementation

### Project Proposal

Based on the findings of the project EST075 – Estates and Buildings Financial Management System, there will be the requirement to either implement the required business processes through the integration with e-Financials, if deemed suitable or determine required strategy going forward.

The activity associated with Estates and Buildings financial management relates to stock control, procurement, purchase orders, receipt of goods and subsequent invoicing.

### Project Governance

In addition to the nominated project stakeholders, there is a strong recommendation that the current project board remains to oversee developments, namely;

Project Board Member	Responsibility
Maureen Masson	Project Sponsor
Geoff Turnbull	Estates and Buildings Senior User – Operations
Graham Bell	Estates and Buildings Senior User – Estates Development
Moira McFarlane	Service Owner - Estates and Buildings Management Accountant
Garry Robertson	Service Owner – Finance
George Sked	Service Owner – Procurement
Liz Beattie	Service Owner – Accommodation Services
Ivor McArdle	Service Owner – College representative

Stakeholder	Responsibility
Project Sponsor:	Maureen Masson
Business Lead:	<i>tbc</i>
Project Manager:	<i>tbc</i>
Business Analyst	<i>tbc</i>
Technical Lead	<i>tbc</i>



Project Schedule - AP45-013: Estates and Buildings Department Financial Management Implementation

Project Phase	Scheduled Start	Scheduled End	Known Stakeholders	Additional Stakeholders
Planning	01/10/14	28/10/14		<i>Estates and Buildings representative(s) Nominated users external to Estates and Buildings IS Application Development, Development Technology and Production representatives</i>
Business Analysis	29/10/14	02/12/14		<i>Estates and Buildings representative(s) Nominated users external to Estates and Buildings IS Application Development, Development Technology and Production representatives</i>
System Analysis and Design	03/12/14	13/01/15		<i>Estates and Buildings representative(s) Nominated users external to Estates and Buildings IS Application Development, Development Technology and Production representatives</i>
Build and Configure	14/01/15	17/02/15		<i>IS Application Development, Development Technology and Production representatives</i>
Integration	18/02/15	10/03/15		<i>IS Application Development, Development Technology and Production representatives</i>
Acceptance	11/03/15	07/04/15		<i>Estates and Buildings representative(s) Nominated users external to Estates and Buildings IS Application Development, Development Technology and Production representatives</i>
Deployment to Live	08/04/15	01/05/15		<i>Estates and Buildings representative(s) Nominated users external to Estates and Buildings IS Application Development, Development Technology and Production representatives</i>
Closure	04/05/15	15/05/15		<i>Estates and Buildings representative(s) Nominated users external to Estates and Buildings IS Application Development, Development Technology</i>

				<i>and Production representatives representatives</i>
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#### For Consideration

- Implementation of new procurement, goods receipt and authorisation process
- Requirement to determine level of involvement from IS Applications development and any third-party consultancy
- Requirement to identify and design solutions to resolve findings from gap analysis
- Requirement to determine data transfer requirements between Archibus and central systems such as eFinance and procurement

## AP45-014: Struxeware Building Energy Management System

### Project Proposal

The project aims to migrate to the future Estates & Buildings Struxeware Building Energy Management Systems (BEMS) to a centrally hosted IS infrastructure.

Struxeware is the next upgrade path of E&B's existing Schneider Sigma BEMS system. Struxeware is currently available as a new software system operating new field hardware controllers. However, Schneider are also developing it to integrate with existing Sigma servers and hardware. This will essentially be a new front-end user interface which will have dual functionality in operating and communicating with new Struxeware hardware on new Estates & Buildings projects, whilst also having seamless integration with the existing Sigma server and field controllers. (Sigma has recently been migrated to a virtual environment by IS - Project EST066). Over the coming months, the Energy Office will be participating in a beta test programme for Struxeware with Schneider using two stand-alone PCs located within the Infirmary Street office. (Manchester University have also agreed to be a Struxeware/Sigma beta test site). These PCs will run Struxeware on standard windows desktops but it is anticipated that on completion of a successful testing programme (circa Q2/3 2014), we would require to migrate the system on to a virtual environment – similar to the existing Sigma BEMS. Struxeware will eventually integrate and communicate with the existing Sigma system so it may require a new virtual server or could possibly sit on the existing Sigma virtual machine (unknown at this point in time).

### Project Governance

At the outset of the project, there is the requirement to consider the level of representation required by the supplier Schneider within the project and how resourcing, and escalation processes (if required) will be managed

Stakeholder	Responsibility
Project Sponsor:	Geoff Turnbull
Business Lead:	Dougie Williams Martin Crawford
Project Manager:	<i>tbc</i>
Business Analyst	<i>tbc</i>
Technical Lead	<i>tbc</i>
Schneider representative	<i>tbc</i>

Project Schedule - AP45-014: Struxureware Building Energy Management System

Project Phase	Scheduled Start	Scheduled End	Known Stakeholders	Additional Stakeholders
Planning	03/11/14	21/11/14		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives Schneider representative</i>
Business Analysis	24/11/14	19/12/14		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives</i>
System Analysis and Design	05/01/15	23/01/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives Schneider representative</i>
Build and Configure	26/01/15	13/02/15		<i>IS Application Development Technology and Production representatives Schneider representative</i>
Integration	16/02/15	06/03/15		<i>IS Application Development Technology and Production representatives Schneider representative</i>
Acceptance	09/03/15	27/03/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives Schneider representative</i>
Deployment to Live	30/03/15	15/04/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production</i>

				<i>representatives Schneider representative</i>
Closure	16/04/15	29/04/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives Schneider representative</i>

**For Consideration**

- Requirement to determine if Struxureware will meet business requirements
- Requirement to determine if additional infrastructure will be required
- Requirement to confirm if the decision to proceed with Struxureware can be determined prior to the scheduled start date of November

## AP45-015: Archibus Upgrade

### Project Proposal

Estates and Buildings currently utilise application Archibus , using a combination of the windows client and the WebCentral browser based client, to manage the maintenance of the University estate with regards, statutory inspections and planned preventative maintenance of the infrastructure, on-demand (re-active) maintenance via a help desk facility, the management of space allocation, and commercial lease management.

Archibus continue to develop the solutions and functionality. In particular this relates to the strategy to migrate the majority of the windows client based functionality onto the more modern web based application WebCentral and the move to the integration of mobile technology

This project will look to migrate to the latest stable version of the application.

For information;

- Archibus v20.2 is scheduled to be installed on the live environment, in November 2013.
- Archibus 21.x was released in June 2013 and installed on the live environment in June 2014
- Archibus v 22.x, current release date is unknown but previously history would dictate that the second release is normally released at the end of the calendar year

### Project Governance

At the outset of the project, there is the requirement to consider the level of representation required by the supplier Mass within the project and how resourcing, and escalation processes (if required) will be managed

Stakeholder	Responsibility
Project Sponsor	Geoff Turnbull
Business Lead	Maureen Masson
Project Manager	<i>tbc</i>
Business Analyst	<i>tbc</i>
Technical Lead	<i>tbc</i>
Mass Supplier Representative	<i>tbc</i>

### Project Schedule - AP45-015: Archibus Upgrade

Project Phase	Scheduled Start	Scheduled End	Known Stakeholders	Additional Stakeholders
Planning	02/02/15	20/02/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives Mass representative</i>
Business Analysis	23/02/15	06/03/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives</i>
System Analysis and Design	09/03/15	27/03/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives Mass representative</i>
Build and Configure (Dev and Test)	30/03/15	10/04/15		<i>IS Application Development Technology and Production representatives Mass representative</i>
Integration	13/04/15	17/04/15		<i>IS Application Development Technology and Production representatives Mass representative</i>
Acceptance	20/04/15	08/05/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives Mass representative</i>
Deployment to Live	11/05/15	27/05/15		<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives Mass representative</i>

Closure	28/05/15	10/06/15		<i>Estates and Buildings representative(s) IS Application Development and Production representatives Mass representative</i>
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**For Consideration**

- Requirement to determine dates of Archibus product releases
- Requirement to ensure that upgrade is completed as a stand-alone piece of work



## AP45-016: Fault Reporting

### Project Proposal

Currently, on-demand (reactive) maintenance requests throughout the University estate are initiated through the EBIS Online Helpdesk.

This project will look to utilise the Archibus WebCentral module – On Demand to incorporate the associated functionality associated with Fault Reporting, allocation and management of the required maintenance jobs in conjunction with time sheet recording.

The project will review the functional requirements of the standard ‘out of the box’ module and implement according to the business requirements.

It is anticipated that minimal configuration of the module will be required.

The project will focus on

- the implementation of the module
- coordination of user acceptance testing
- coordination of user training and awareness
- management of the rollout throughout the university

In addition, there will be the requirement to decommission the associated aspects of EBIS OnLine

### Project Governance

In addition to the nominated project stakeholders, there is a strong recommendation that a project board is formed to incorporate representatives from both Estates and Buildings and a cross section of users of Estates and Buildings services across the University Estate.

Stakeholder	Responsibility
Project Sponsor:	Geoff Turnbull
Business Lead:	Maureen Masson
Project Manager:	Anne Mathison
Business Analyst	<i>tbc</i>
Technical Lead	<i>tbc</i>

### Project Schedule - AP45-016: Fault Reporting

Project Phase	Scheduled Start	Scheduled End	Known Stakeholders	Additional Stakeholders
Planning	11/08/14	05/09/14	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) Nominated users external to Estates and Buildings IS Application Development Technology and Production representatives</i>
Business Analysis	08/09/14	03/10/14	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) Nominated users external to Estates and Buildings IS Application Development Technology representative</i>
System Analysis and Design (configuration)	06/10/14	31/10/14	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology representative</i>
Build and Configure	03/11/14	14/11/14	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology representative</i>
Integration	17/11/14	21/11/14	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology and Production representatives</i>
Acceptance	24/11/12	05/12/14	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) Nominated users external to Estates and Buildings IS Application Development Technology and Production representatives</i>
Deployment to Live	08/12/14	24/12/14	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) IS Application Development Technology representative</i>
Closure	05/01/15	16/01/15	Geoff Turnbull Maureen Masson	<i>Estates and Buildings representative(s) Nominated users external to Estates and Buildings IS Application Development Technology and Production representatives</i>

### For Consideration

- Strategy for fault recording throughout the university
- Communication with Estates and Buildings
- Communication Strategy to wider university community
- Consideration of use of mobile devices for Trades teams
- User training
  - Fault recording
  - Allocation of reactive maintenance activity to Trades teams
  - Resolution of reactive maintenance activity
- Reporting requirements

## AP45-017: Building Information Modelling

### Project Proposal

The UK Government has embarked with industry on a four year programme for sector modernisation with the key objective of: reducing capital cost and the carbon burden from the construction and operation of the built environment by 20%. Central to these ambitions is the adoption of information rich **Building Information Modelling** (BIM) technologies, process and collaborative behaviours that will unlock new more efficient ways of working at all stages of the project life-cycle.

This project will enable Estates and Buildings to determine both the requirements and feasibility of integrating BIM with the current Facilities Management system (Archibus)

It will provide a means to review and assess whether the information associated with 3D building and floor plans, all building assets and their on-going maintenance plans, statutory inspection certificates, operating instructions, replacements parts etc. can be seamlessly imported electronically into the Facilities Management system, Archibus.

### Project Governance

In addition to the nominated project stakeholders, consideration may be made of utilising an external consultancy with experience of BIM and the integration into a facilities management system

Stakeholder	Responsibility
Project Sponsor	Graham Bell
Business Lead:	David Casey
Project Manager	<i>tbc</i>
Business Analyst	<i>tbc</i>
Technical Lead	<i>tbc</i>
External consultant	<i>tbc</i>

### Project Schedule - AP45-017: Building Information Modelling

Project Phase	Scheduled Start	Scheduled End	Known Stakeholders	Additional Stakeholders
Planning	02/02/15	27/02/15	David Casey	<i>Estates and Buildings representative(s)</i> <i>External consultant</i>
Business Analysis	02/03/15	24/04/15	David Casey	<i>Estates and Buildings representative(s)</i> <i>External consultant</i>
System Analysis and Design	27/04/15	22/05/15	David Casey	<i>Estates and Buildings representative(s)</i> <i>External consultant</i>
Build and Configure	25/05/15	19/06/15	David Casey	<i>Estates and Buildings representative(s)</i> <i>External consultant</i>
Integration	N/A	N/A		
Acceptance	22/06/15	03/07/15	David Casey	<i>Estates and Buildings representative(s)</i> <i>External consultant</i>
Deployment to Live	N/A	N/A		
Closure	06/07/15	17/07/15	David Casey	<i>Estates and Buildings representative(s)</i> <i>External consultant</i>