

ABERDEEN CITY COUNCIL

COMMITTEE Finance & Resource

DATE 02/12/2010

DIRECTOR Gordon McIntosh

TITLE OF REPORT Corporate Asset Management System – progress report

REPORT NUMBER EPI/10/275.

1. PURPOSE OF REPORT

To provide the Committee with a regular update of progress with the implementation of the Corporate Asset Management System (CAMS), to seek Committee's agreement to the approach proposed to complete the original project and to establish a suitable means of future contractual management.

2. RECOMMENDATION(S)

It is recommended that Elected Members:

- (i) note the progress made to date in replacing the existing stand alone systems with the Corporate Asset Management System ("CAMS");
- (ii) approve the proposal to complete the original project and establish future contract management and;
- (iii) request the Director of Enterprise Planning and Infrastructure to report back on progress at the Finance and Resources Committee meeting on 1st February 2011.

3. FINANCIAL IMPLICATIONS

The implementation of the Corporate Asset Management System is funded through the Non Housing Capital Programme. During this current financial year (2010/11), up to period six, £81,000 has been allocated from the total budget of £200,000.

4. **SERVICE & COMMUNITY IMPACT**

As detailed in previous report.

5. **REPORT**

5.1 Background.

This project is being undertaken to replace stand alone systems such as 'Bridgeman' for bridges and structures and 'HiLight' for street lighting. The current phase of the project is focused on replacing Estateman for Non Housing property with 'Caps uniform', part of the Corporate Asset Management System.

5.2 As Members will be aware from the previous progress report, the work for the implementation of the Non Housing property module started on schedule and Directors and Service Managers have been briefed on resource requirements.

5.3 The following progress has been made at the time of writing, (22nd October 2010) namely:

(i) Non-Housing Property Module

The IDOX link to e-Financials is now complete. ICT are now undertaking the task of writing software scripts that will automate the transfer process

(ii) Confirm / e-Financials link

The link is now complete. The ICT service is now undertaking the task of writing software scripts that will automate the transfer process.

(iii) Grounds Module Implementation

Initial discussions with Pitney Bowes took place on 19th and 20th of October. Timescales for implementation will be confirmed and project plan issued to all staff.

(iv) Invoices

The two invoices that were in dispute with Pitney Bowes have now been authorised and cleared for payment after the relevant information from Pitney Bowes was supplied.

(V) Confirm Upgrade to Version 9.5

The upgrade took place to the test environment on the 28th September with minimum disruption to users. Testing began on the 4th October for one week. No major issues were identified during this period. The upgrade to the live system is scheduled for the 9th and 10th of November

The breakdown of tasks is set out in the table overleaf:

Progress

Key Milestone	Planned Start Date	Actual Start Date	Status	Staff involvement
Initial Project Management Meetings	November 2009	November 2009	Complete	Supplier and ACC staff
Data Preparation	January 2010	January 2010	Complete	ACC Staff
Software Installation	February 2010	February 2010	Complete	Supplier
System Setup & Configuration	March 2010	March 2010	Complete	Supplier with ACC staff
Data Transfer	Feb/March 2010	Feb/March 2010	Complete	Supplier
Testing	March 2010	March 2010	Complete	ACC Staff
Go Live	April 2010	March 2010	Complete	ACC staff
E Financials link Confirm Pitney Bowes	April 1010	October 2010	Complete	Supplier and ACC staff
E-Financials Link Non Housing Property Caps Uniform	April 1010	October 2010	Complete	Supplier and ACC staff
Upgrade to Caps Uniform	May 2010	May 2010	Complete	Supplier and ACC Staff
In House Server Move	June 2010	June 2010	Complete	ACC Staff
Confirm upgrade to version 9.5 Test system	September 2010	Scheduled for 28 th of September	Complete	Supplier and ACC staff
Corporate Address Gazateer import	September 2010	30 th of September	Pitney Bowes have requested that this date be moved into October I am awaiting confirmation of new date.	On hold until Live upgrade is completed

Key Milestone	Planned Start Date	Actual Start Date	Status	Staff involvement
Grounds Module	October 2010		Initial discussions with Pitney Bowes took place on 19 th and 20 th of October. At that stage timescales for implementation will be confirmed	Pitney Bowes, Grounds staff Confirm key users
New Mobile issue	November 2010		New mobiles issued to roads inspectors	Roads Inspectors
Confirm upgrade to version 9.5 Live System	November 9 th and 10 th	9 th November	Complete	Supplier and ACC staff
Confirm link to Consilium	December 2010		Initial discussions have taken place Costings and Development schedule to be supplied by Pitney Bowes	Pitney Bowes &, Consilium Consultants Housing repairs staff, Confirm key users

5.4 Next steps

- Upgrade the live system to 9.5. This is scheduled for 9th and 10th of November.
- Issue new mobile devices to roads inspectors.
- Progress initial discussions and data gathering for the Grounds Module Development.
- Link the housing repairs system Consilium to Confirm to automate the process from job enquiry to completion.
- Once the upgrade is complete begin data gathering for the Trees module.
- Update Corporate Address Gazetteer information

Note

A demonstration for elected members is scheduled for the 19th of November between 12:00 and 2:00pm, in committee room 2.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

None.