ABERDEEN CITY COUNCIL

COMMITTEE   Finance & Resource   DATE 11th March 2010

DIRECTOR   Stewart Carruth

TITLE OF REPORT Corporate Asset Management System – progress report

REPORT NUMBER CG/10/

1. PURPOSE OF REPORT

To provide the Committee with a regular update of progress with the
implementation of the Corporate Asset Management System.

2. RECOMMENDATION(S)

That the Committee:

(i)   notes the progress made to date in replacing the existing stand
       alone systems with the corporate solution (Confirm); and
(ii)   requests the Director of Corporate Governance to report back on
       progress at the Committee meeting on 6th May 2010.

3. FINANCIAL IMPLICATIONS

The capital spend profile for the project is as follows:

Table 1: Purchase Orders issued and active since April 2009

Purchase Order	Invoiced	Work Description	Value (£)
A21554	Yes	Extension of hosting contract	20,161.00
A24705	Yes	Transfer to in-house system	29,500.00
Internal	Yes	Server Licence costs	732.24
A27152	**Yes**	**Implementation of IDOX Uniform Estate Management**	**47,685.00**
A34216	**No**	**IDOX professional Services**	**45,100.00**
Internal	Yes	Additional Application servers	660.00
Internal	No	Two tablets for tree implementation	2,657.00
A31013	Yes	Professional services for NHP to 'go live'	3,600.00
A31013	Part	On site professional services after 'go live'	19,200.00
	No	Server memory for Caps uniform	739.00
	No	Confirm E Financials Link	12,500.00
	No	Confirm Trees Module	29,600.00

		Total	212,152.00

At the time of writing, the actual spend against the current financial year was £107,338 or 50.6% of the projected figure. The anticipated spend this year is expected to be £212,152.00.

Capital Budget allocated 2009/10 Value £	Projected Capital Spend 2009/10 Value £	Projected Carry-over to 2010/11 Value £
373,000	261,000	112,000

4. SERVICE & COMMUNITY IMPACT

This report supports **National Outcome** 15 of the Council's current Community Plan and Single Outcome Agreement, namely that our public services are high quality, continually improving, efficient and responsive to local people's needs. It also supports the Administration's Policy Statement, **Vibrant, Dynamic and Forward Looking** in terms of being an efficient Council.

5. OTHER IMPLICATIONS

This project is being undertaken to replace standalone systems such as Bridgeman for Bridges and Structures, 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.

6. REPORT

6.1 **Background**

This is the first report on the current status of the Corporate Asset Management System as instructed by the Audit and Risk Committee at its meeting on 19th January 2010.

Non Housing Property is one of a series of modules within the **Confirm** suite of programs and is supplied by a sub contractor **IDOX**. The name of the product is **Caps Uniform**

The report covers the work that is currently being undertaken this financial year.

6.2 **Key Milestones and Deliverables**

There have been two major work streams in 2009/2010:

(i) movement of the system from a hosted system to an in house system realising a saving of £73,000 per year in hosting costs –this is now complete; and

(ii)development of the Non Housing Property module to replace Estateman.

Full implementation of the system started in November 2009 and is programmed to complete by the first of April 2010.

The key milestones and deliverables, taken from the Microsoft Project plan to deliver the Non Housing Property module (otherwise known as Caps Uniform) are given in the table below.

Key Milestone	Planned Start Date	Actual Start Date	Status	Comments
Initial Project Management Meetings	November 2009	November 2009	Complete	See status
Base Line Project Plan	Revised Jan 2010	Revised Jan 2010	Complete	See status
Data Preparation	January 2010	January2010	65% complete ON Target	ACC staff have prepared the data, ready for conversion and importation into the Confirm system by means of "Transform" software. (See System Setup & Configuration comments below.)
Onsite Visits				
Software Installation				
Install Live and test system Uniform 7	February 2010	February 2010	Complete	We are advised by the supplier that Uniform 8 is now available and should be installed. This may affect the going live date as this is 2 weeks later than had been planned for. However, everything possible will be done to avoid this delay.
System Setup & Configuration				
Agree the set up and configure the data.	December 2009	December 2009	Complete	Agreed by Service Review once the test loading of data has been completed satisfactorily.
Preparation of Internal Processes for all sub Modules	December 2009	December 2009	80% Complete On Target	Agreed by Service Review once the test loading of data has been completed satisfactorily.
Prepare requested codes and Security Values	January 2010	January 2010	Complete	Can only be reviewed once the test loading of data has been

				completed satisfactorily.
Estates Data Transfer work				
Test Data Load	March 01		Verbal update to be provided at the Committee.	See status
Map and Validate all fields using transform	March 02		Verbal update to be provided at the Committee.	See status
Generate converted data into uniform test system using "Trans Form."	March 03		Verbal update to be provided at the Committee.	See status
Tests and accept test dataload.	March 08		Verbal update to be provided at the Committee.	See status
Load converted data into Uni-Form Live	March 22			
Go Live	31/03/2010	31/03/2010		

6.3 Overview of progress

The following progress has been made at the time of writing, namely 4th February 2010:

(i) Project management
New Project Plan agreed in November 2009 between the Project Sponsor, Project leader and the Supplier, following consultation with all other relevant parties.

(ii) Software Installation
Version 7 of the Caps Uniform software(i.e. Non Housing Property Software) was installed to allow testing, training and live databases preparation.

All licence codes have been received and implemented.

(iii) Training
Training room set up and Caps Uniform Software has been installed.
 5 key staff from Asset Policy Management have been trained in the use of the system.

(iv) Data Cleansing
This is currently being undertaken by ACC staff. Data from Estateman is being prepared to be converted and placed into the Non Housing Property (also known as Caps Uniform) module, which is scheduled for completion by 23rd March 2010.

(v) Server Memory Set up and transfer
This is now complete and additional memory has been installed.

Summary of progress
The Non Housing Property Module (also known as Caps Uniform) is on target for implementation by the 1st April 2010 but it is recognised that timescales are tight. Accordingly, we have allowed for an additional 2-week window in April 2010 in case any unforeseen delays occur.

7. REPORT AUTHOR DETAILS
Name, job title, email address and phone number

Garry Livingstone, Project Leader
Service Design and Development , Corporate Governance
glivingstone@aberdeencity.gov.uk
tel. 01224 523435

Norrie Steed, Project Sponsor,
Housing and Environment Services,
nsteed@aberdeencity.gov.uk
te. 01224 523096

8. BACKGROUND PAPERS
Refer to any sources used in the writing of your report. Please note that it is a statutory requirement that any papers that are listed must be made available to the public on request.