Project Proposal

Customer Details	APPENDIX 2
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Project Details	
Project Name	Location Centre Migration
Proposal Version	V01-02
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Background

The CSVJB intranet GIS application has been developed over a number of years to provide staff with the ability to view, analyse, query and report on geo-referenced business data using a bespoke map-based interface. The system allows business data to be set in context against a variety of relevant third party and background mapping datasets for the Forth Valley area, and supports operational decision-making, aids staff in locating and analysing property information, and facilitates the generation of bespoke map-based productions.

The current proposal details the tasks required to migrate the existing intranet GIS application to FVGIS' new platform, Location Centre. Location Centre in an Open Source web-based GIS platform onto which the three Forth Valley Local Authorities: Falkirk, Stirling and Clackmannanshire, will also be migrating over the coming months. The proposed project will facilitate the on-going sharing of data and GIS tools across and between these organisations; providing a common platform upon which CSVJB can maintain and develop its operational business processes, underpinned by a fully managed regional spatial data infrastructure. The project also facilitates a move away from legacy technology, MapGuide 6.5, as Location Centre is built upon MapGuide's flagship Open Source development platform.

Objectives

The objectives of the project are to:

1. Provide CSVJB with a hosted intranet GIS solution that essentially mirrors the functionality currently available in the existing Assessors Intranet GIS application (as per CSVJBLocCentreFunctionalityComparisonV01-00.xls).

2. Facilitate the nightly update of key business (GIS-JOIN) data to the Location Centre and the integration of this data with cross-referenced address data for the Forth Valley area.

3. Provide access to all applicable Tri-Council and Third Party datasets (as per CSVJBLocCentreDataRequirementsV01-00.xls).

4. Provide a managed service for OS data updates in line with published update frequencies.

5. Provide a managed service for Tri-Council and other Third Party data updates to reflect the frequency with which these updates are supplied from the source organisation.

6. Provide appropriate training for system administrators and system users, potentially on a train-the-trainer basis.

These objectives will be achieved by successful completion of the following project deliverables:

Project Deliverables

Description	Estimated Days
Project Management	
An experienced and suitably trained project manager will be allocated to the project to ensure that the delivery of the hosted application and data services is achieved to CSVJB's expectations of time, quality and cost. The project manager will use a proven PRINCE2 methodology, within the context of FVGIS' certified ISO9001 Quality Management System (QMS). This will ensure that appropriate levels of consultation, engagement, control and communication are included in the project. The project manager will work closely with the CSVJB team to ensure that dependencies on CSVJB staff are well understood, and to ensure that project planning reflects internal resource availability.	3 days
Infrastructure Configuration	
An appropriate extension to the existing Location Centre data model will be implemented to facilitate secure, controlled access to key Forth Valley / Tri-Council GIS datasets for the CSVJB Location Centre application.	1 day

All applicable business, Tri-Council and third party datasets will be loaded into the Location Centre data tables and appropriate on-going data management processes will be defined and implemented. The initial data load will include the translation and loading of existing metadata records and the creation and styling of map layers. Current estimates are based upon the loading and configuration of a number of datasets as defined in CSVJBLocCentreDataRequirementsV01-00.xls. Amendments or additions to this specification may affect the estimated days of effort listed here.	3 days
Location Centre will be configured to provide CSVJB with their instances of the system in the Test and Live environments. This work will include creating the CSVJB schema, user roles and permissions along with any relevant branding / styling.	1 day
Data Transfer and Processing	
It will be necessary to implement a data management regime by which CSVJB business data (i.e. properties, surveys and rents) is uploaded to and maintained within the Location Centre database. FVGIS will work closely with CSVJB to define the data specification and to provide support for the implementation and testing of the export and transfer processes. It is envisaged that CSVJB will push the data to Location Centre using secure FTP on a nightly basis.	2 days
It will also be necessary to ensure that cross-referenced CAG address data is held for the Forth Valley area. Data loading scripts will be written to upload data from the One Scotland Gazetteer (exported as SDTFs) into the BS7666 address tables in Location Centre.	1 day
Functionality will be implemented to process the nightly exports of CSVJB business data and, using cross references, join this data to the OSG address data to produce the required geo-referenced property dataset.	2 days
Application Development	
Location Centre provides rich user functionality that already meets many of the functional requirements of the CSVJB intranet GIS. A number of additional bespoke tools will be developed to enhance the Location Centre solution: • Enhanced Address Search Tools: ○ Search the CAG by UPRN to be added to QuickSearch and CAG Search page	2 days

- “Property Search” Tool to search the CSVJB GIS-JOIN dataset by UARN, PPRN or CAG UPRN

- Filtering:
  - a bespoke user interface which, as per the existing system, allows the user to chose a layer, an attribute (or multiple attributes) and a set of values for each attribute to filter the chosen layer on

2 days

The spreadsheet CSVJBLocCentreFunctionalityComparisonV01-00.xls provides details of how the functionality delivered by the existing GIS application will be delivered through Location Centre and is intended to provide a basic functional specification for the additional development work summarised above. Amendments or additions to this specification may affect the estimated days of effort listed above. Note that Reporting functionality is not included in this proposal, technical options and indicative costs for the implementation of Reporting are included in a separate document.

User Acceptance Testing

1 day

In addition to system testing carried out by Forth Valley GIS, user acceptance testing will be required to ensure that the system functionality is robustly tested and the deliverables meet the CSVJB requirements. In order to ensure that testing is representative of operational working practices, CSVJB will be asked to take a lead on the specification of functional user test and to co-ordinate the involvement of end-users in the test process.

The estimated timescales and effort for this deliverable assume that one main cycle of testing will be completed, with regression testing focussed on validation of any specific issues that require to be rectified.

Summary responsibilities for this deliverable are, therefore, as follows:

1. Provide test plan template – FVGIS
2. Define programme of user acceptance tests to be executed in the system – CSVJB
3. Agree the number and specifications of tests – FVGIS and CSVJB
4. Co-ordinate execution of test cycles and provision of results – CSVJB
5. Appraise test results and agree actions for resolution – CSVJB and FVGIS

6. Implement agreed resolution actions and release updates for testing – FVGIS
7. Agree completion of test cycles and sign-off system acceptance - CSVJB

Training and System Documentation

It is likely that CSVJB will require training in two areas: user training (either on a per user or Train the Trainer basis) and Systems Administrator training. FVGIS would be happy to discuss options with a view to providing a separate "Training" proposal setting out costs as and when required.

Roll Out and Provision of Support

Following successful system and user acceptance testing the system will be launched in the Live environment. At this point FVGIS will provide first line system support through a dedicated Help Desk. It is assumed that CSVJB will take on Systems Administration responsibilities, including creating and administering user accounts and administering new data layers.

Total Days Development Effort (excluding training)	18

Project Dates

Start Date	TBD
End Date	TBD

Assumptions

CSVJB will define the appropriate User Acceptance Tests based on operational processes and procedures using a template provided by FVGIS.

Key CSVJB staff will take on responsibility for Systems Administration

CSVJB are licensed to utilise all applicable Local Authority and other Third Party datasets

Dependencies

At a business level, CSVJB staff will be available as required to:

- clarify requirements and agree specifications, define appropriate user roles if applicable;

- review progress reports and participate in project planning/progress meetings;
- identify and coordinate appropriate staff resource for user acceptance testing, technical dependencies, training and to fulfil Systems Administration and 1st line system support going forward (confirm this with Peter);
- sign-off the completed project.

At a technical level, CSVJB staff will be available as required to:

- provide ad-hoc technical information and access to relevant data/systems to support configuration activities, specification of data export format and data transfer process, user acceptance testing and any appropriate training;
- implement and schedule the required processes to export business data from the CSVJB SQL Server database and SFTP this to a specified Location Centre location.

Nominated members of the CSVJB user community will be available to verify functionality specification, aid in the definition of appropriate user acceptance tests and to execute these tests as required.

Exclusions

Migration of existing reporting functionality to the Location Centre is out-with the scope of this proposal.

Training costs are not including in this proposal. A further proposal detailing training costs can be provided upon request.

Costs

The table below details the estimated costs of the migration project split into three categories: Development, Training (including costs for both options for User training) and Annual Subscription. Please note that any subscription fees payable in the 2012-2013 financial year will be waived and subscription costs will not be payable until 1st April 2013. Please also note that an initial 1 year term has been assumed and that the rates quoted below may be subject to change at a later date. Options to fix the costs over a longer initial term are available if required.

Item Description	Days	Rates (£per day)	Cost (ex.VAT)
Development	18	550	£9,900
Location Centre Annual Subscription (includes all hosting, maintenance and support charges)	1 year	£5,000 per annum	£5,000*

Total Estimated Cost

		Financial Year 2012/2013
Year 1	Development	£9,900
		Financial Year 2013/2014
Year 2	Annual Subscription	£5,000**

*** Indicates a recurring annual charge. Based upon access for up to 50 users for a minimum 12 months subscription term**

**** Excludes any additional bespoke development work e.g. report implementation**

The above estimates do not include costs for travel or subsistence incurred by Forth Valley GIS. These costs will be recharged to the Customer.