

## Officer Decision Record

Record of Decision of the Service Director for Customer Information and Digital Services, David Robinson

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### Subject

As part of the delivery of the Digital First programme, every end user device on the network must be migrated onto the new platform to include the new IT tools, applications and updated operating system. Part of this process is to ensure all applications on the estate are packaged and user acceptance tested for readiness in line with the deployment schedule.

In order to manage the very complex processes of application readiness, end user communications, appointment booking and deployment scheduling the migration management software - Migration Studio was purchased.

Due to the unforeseen Covid19 pandemic and required social distancing the Enabling Technology deployments were unable to continue. Therefore, the original project timescale has had to be extended resulting in the requirement to renew the Migration Studio software for the minimum permitted period of 12 months in order to allow the continuation of deployments to take place in due course.

Failure to renew the current software licence for the 12 month period would result in the entire Enabling Technology deployment process having to be recreated from scratch using an alternative product, causing further delays and the loss of data previously harvested during the deployments.

An unfamiliar alternative product would also require further user training further extending the expected project timeline.

### Authority

This is a delegated officer decision which falls within the relevant approval thresholds

### Decision Taken

Migration Studio licence to be renewed for the minimum 12-month period to allow for the completion of the Digital Enabling Technology deployments

### Date of Decision

13<sup>th</sup> July 2020

Elected Member Conflicts of Interest

Record any conflicts of interest, and dispensations granted



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*Scan / email the completed form and appendices to the Council Governance Unit and keep the original on the project file*