Provision of ICT in existing schools BRIEF

TEMPLATE

**This Template only pertains to scope occurring with non-new and and non-refurbished buildings due to project changes that impact the other existing buildings at a site.** should be completed by the SINSW Project Team and ITD staff at commencement of Concept Design, and issued to XXX, and submitted to:

XXXemail address

For assistance please contact:

XXX

XXX Title

ITD XXX

(M)

(E)

Document Control

|  |  |
| --- | --- |
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| Location |  |

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# Project and Contact Details

To be completed by Project Team at completion of Master Plan

|  |  |
| --- | --- |
| **ITEM** | **DETAIL** |
| School Identification Code |   |
| School Name |   |
| Project Name (if different) |  |
| Senior Project Director |   |
| Project Director |   |
| Project Manager and Contact |  |
| Architect and Contact |  |
| Site Constraints Plan as part of master plan package |  |
| Commissioning Date for upgrade of ICT services |  |
| ITD Foundations.T4L Project Manager |  |
| ITD Field Operations Team Leader |  |
| ICT Upgrade Budget Estimate (refer cost plan A) |   |
| Attached Plan(s) |   |

# Project Description

To be completed by Project Team at completion of existing site assessment.

Include any pertinent background information not covered above, including:

* Existing structured cabling plant
* Backbone and carrier relocations
* PABX
* PA
* Bell
* Security & CCTV
* Signage

# Preliminaries

Checklist to be completed by project, “No” responses need to detail explanation in “Comments”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Item** | **Description**  | **Yes / No / N/A** | **Comments****(date completed)** |
| 1 | ITD staff engagement | Have the ITD Foundation.T4L PM, and the Field Operations Team Leader been engaged? |  |  |
| 2 | Problem Statement | Has the problem state (Appendix B) been completed by the Principal? |  |  |
| 3 | Requirements for Existing Structured cabling plant | Has a site survey been conducted on the existing cabling infrastructure for the site including all switches, routers and Wireless Access Points and VLANs? (Appendix A) |  |  |
| 4 | Requirements for Existing MCR and BCRs  | Will any MCR or BCR require relocation, resize or refurbishment as a result of the expanded and refurbished components of the site (Appendix A) |  |  |
| 5 | Requirements for Existing Backbone and carrier Services | Will any backbone or carrier services require relocation as a result of the expanded and refurbished components of the site. Are existing pathways suitable for relocation or expansion of services? |  |  |
| 6 | Requirements for Existing PABX | Will the existing PABX be able to be upgraded to manage all existing and new (VOIP) handsets? |  |  |
| 7 | Requirements for existing PA system | IS the existing PA system suitable (age and expandability) to be expanded across the whole site? Please state expansion type (eg digital or analogue) in comments. |  |  |
| 8 | Requirements for existing Bell System | Will the existing Bell system suitable (age and expandability) to be expanded across the whole site? Please state expansion type (eg digital or analogue) in comments. |  |  |
| 9 | Requirements for existing security and CCTV | Have SSU been consulted on impacts to existing security and CCTV? Note CCTV installations will need to be unified to current standards with the structured cabling plant (no parallel networks). |  |  |
| 10 | Requirements for existing signage | Are there existing signage or other AV systems that need to be expanded into areas impacted by the project? |  |  |
| 11 | Site Constraints | Include Site Constraints plan: easements; flooding; bushfire; ecological; heritage, etc. |  |  |
| 12 | Certification | All works are to comply to published standards, utilising procurement contract vendors where procurement contracts exist, providing warranty to established contract agreements. |  |  |
| 13 | Schematic Design | Has a schematic design been produced detailing changes to existing buildings including additions, removals, replacements of existing infrastructure and its integration into new works? |  |  |
| 14 | BOM | Has a bill of materials been produced by ITD as an indication of active equipment costs for existing buildings? |  |  |
| 15 | Heritage | Are there any Heritage building constraints that are associated with the site? If yes, please provide a copy of reports. |  |  |
| 16 | Asbestos | Has the school asbestos register been assessed for impacts to any ICT works in existing buildings? |  |  |

# Construction

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Item** | **Description**  | **Yes / No / N/A** | **Comments****(date completed)** |
| 1 | Budget | Include budget estimate for provision of ICT into existing spaces. |   |  |
| 2 | Staging | Will any of the ICT works for the existing buildings need to be staged to allow for continuity of service or access for other works? |  |  |
| 3 | Decommissioning date | What is the required decommissioning date for any removals of ICT in existing spaces? |  |  |
| 4 | Carrier Service Move Request | Has a request been made to move any impacted carrier services? |  |  |
| 5 | Demolition | Has approval been provided post decommissioning for demolition of any existing ICT Infrastructure? |  |   |
| 6 | Active Equipment Ordering | Has the equipment listed in the BOM been verified and ordered? |  |  |
| 7 | Commissioning date | What is the required commissioning date for any changes to ICT in existing spaces?Has ICT Commissioning Document been provided to the Project team outlining general requirements and site specific requirements for the ICT commissioning phase? |  |  |
| 8 | Equipment Installation | Has the cabling contractor installed all active equipment (this may need to be staged on the advice of ITD)? |  |  |
| 9 | Network Outage | Has the school been notified of any outage windows required to complete the works? |  |  |
| 10 | Commissioning | Have all services been verified as operational by ITD, Security and other stakeholders. |  |  |

1. Existing School Survey Summary

to be completed by ITD Field Operations Team Leader



1. Provision of ICT in existing schools Principal Statement

***To be completed by Principal***

|  |  |  |  |
| --- | --- | --- | --- |
| **Submitted by:** |  | **Date:** |  |
| **School:** |  |
| **THE ISSUE** - In bullet points, please describe the issue or problem / identified to be addressed or solved. |
| * <(insert>
 |
| **THE HISTORY** – List In bullet points the current ICT deployment within existing buildings. |
| * <(insert>
 |
| **LIMITATIONS** - List in bullet points any issues or limitations have been identified that could limit/prevent the change in this area of business process. |
| * <(insert>
 |
| **FUTURE STATE** - Detail what success / the outcome of the intervention will look like |
|  |
| **BENEFITS** - In bullet points, list the benefits that change in tis area, will bring to the learning outcomes of students. |
| * <(insert>
 |