

APPENDIX 1
PROJECT INITIATION DOCUMENT

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Project Title and Code (X reference to ICT Investment Appraisal):
REVIEW OF LIBRARY SERVICES FOR RURAL AREAS

Project Outline

Brief Description

A review investigating sustainable, cost effective and innovative ways of delivering the library service for a mainly rural county.

Aims for sustainability and community involvement

The review will produce a range of options for library service delivery and development, for SMT to consider for implementation from April 2006

Scope – (What is included, what is excluded)

Included – areas at present served by small libraries and mobiles.

Includes Link

Excludes – housebound library service (except where cross-over with mobile)

Constraints

Time available

Resources available

Necessary completion date

Roles and Responsibilities –

SMT – Strategic Overview Group

Steering Group (Project Board) – ideas; steer

Community Development Manager – Project Sponsor and Project Manager

Service Delivery Manager – Project Customer

Main Products/Deliverable – (What is to be produced, in what form)

A range of options for delivering and developing the library service.

Options to be risk management and equality impact assessed

Gershon efficiencies

External Dependencies – (Links to other projects)

Stock management review web developments

BABSI user focus consultation

Connect Points

Lapsed user survey

Rural Partnership projects

Contact Centre developments

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Underlying Assumptions:

No increase in revenue budget. Sustainability

No library closures

Increased level of partnership working

Increased level of community involvement in service delivery

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Summary Project Objectives / Critical Success Factors				
No.	Objective	No.	CSF	Status
1. 2. 3. 4. 5. 6. 7.	Optimise effectiveness of buildings, ICT, vehicles and deployment of staff Ensure value for money Widen the customer base Ensure access for all Improve image and profile of the library service Improve partnerships Increase community involvement in service delivery	1. 2. 3. 4. 5.	Initial consultation with county council colleagues Find and consult successfully with partners and stakeholders Keeping elected representatives informed Consultation with public, and expectation successfully managed. Staff fully informed, and committed to the review	

Project Review Points – Major Milestones			
Date or Project Event	Review Deliverable	Review Method	Actual Status
August 05 September/October 05 November 05	Major stakeholder consultation Public consultation Report published		