

Annex 1 - Proposed Programme of activities for Year of ICT

Activity	Summary	Timescale	Outline Benefits	Proposed Funding
Home Boot Stick	Provision of a USB memory stick that will enable the use of non-WG owned PC's to connect remotely to corporate ICT systems	Commencement of pilot user group February 2013 General availability April 2013	Wider provision of remote access to WG ICT systems Reduction in provision of WG ICT kit Improved productivity Improved remote access capability	ICT Capital Programme & ICT BAU
Stratus Laptop	Provision of a non-GSi laptop that provides remote access to corporate ICT systems.	Operational Pilot February – March 2013 General availability April 2013	Wider provision of remote access to WG ICT systems Improved mobility Improved productivity Improved remote access capability	ICT Capital Programme & ICT BAU
Improvements to Stratus iPad / Laptop Service	Access suitability and if appropriate prepare proposal to implement the new Citrix remote connectivity system (Citrix Unified Storefront) to improve remote access to ICT systems.	Assessment completed and Business Case ready end of May 2013	Improved mobility Improved productivity Improved remote access Support for different handheld devices	Business case bid to Corporate Change Fund

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Smartphone replacement for desk telephone handset	Undertake a feasibility exercise, including usage pilot, to replace the existing telephone handset with appropriate Smartphone replacement	Pilot assessment completed and Business Case ready end of September 2013	Improved mobility Support of flexible working Improved productivity Improved remote access capability	ICT Capital Programme & BAU Resources
Expand & Increase Usage of Virtual Meeting Services	Equip all meeting rooms with improved voice conferencing capability and provide easy access to Citrix Go To Meeting virtual meeting service	6 Month rolling updates to meeting rooms across WG estate	Increased capacity to host multi-site meetings Improved productivity Reduction to travel Reduction to carbon usage	ICT Capital Programme & BAU
Video Presence / Video Conferencing	Equip Cathays Park and Merthyr Offices with Tele Presence suites and enhance existing Video Conference facilities. (Tele Presence suites already available at Aberystwyth and Llandudno Offices)	Provision of Tele Presence suites in Cathays Park & Merthyr completed by July 2013 6 Month rolling updates to existing VC services across WG estate.	Increased capacity to Video Conference systems Increased access to Video Conference systems Provision of high-quality virtual meeting environment Improved productivity Reduction to travel Reduction to carbon usage Support of flexible working	ICT Capital Programme & BAU

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Exploitation of Office 2010	Ensure enhanced features provided by Microsoft Office 2010 are exploited, specifically the use of Instant Messaging and Presence	On-going series of activities throughout 2013 to promote usage	Improved productivity Reduction to travel Reduction to carbon usage Support of flexible working	Business case bid to Corporate Change Fund
Internet Browsing Bandwidth	Increase available bandwidth to Internet resources and external websites through installation of 100Mb internet feed to Caldicot datacentre	Completed by May 2013	Improved productivity Increased capacity for outbound Internet services	ICT Capital Programme & BAU
Improving Digital Skills	Improving personal digital well-being by developing individual awareness of the digital world and placing an emphasis on improving personal digital well-being that will translate to the workplace	On-going series of activities throughout 2013	Improved productivity Greater exploitation of WG ICT	Business case bid to Corporate Change Fund
iShare Objective Connect	Ability to share IL2 documents directly from iShare with named external 3 rd parties	Summer 2013	Interaction with external 3 rd parties Support of Flexible working	Business case bid to Corporate Change Fund
iShare Workflow	Ability to automate simple processes (FOI tracking, Document Approvals, Legislation Tracking etc.)	Commencement Summer 2013	Improved Productivity Improved efficiency Reduction in process complexity	Business case bid to Corporate Change Fund

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iShare Search	Enhanced search facilities both within iShare & potentially across other WG information repositories (i.e. Outlook; shared drives)	Commencement Summer 2013	Improved Productivity Improved efficiency Reduction in process complexity	Business case bid to Corporate Change Fund
iShare Executive	Implementation of new iShare navigation application enabling staff to choose a different (more user friendly) look & feel to iShare	Commencement Summer 2013	Improved Productivity Improved efficiency Reduction in process complexity	Business case bid to Corporate Change Fund
Improvements to the intranet	Undertake a feasibility exercise to migrate the intranet to SharePoint 2013 to deliver a stable intranet service, with improved access to essential information and support for internal collaboration.	Business case ready, August 2013	Improved intranet service performance Improved features such as film broadcast and media streaming Increased collaboration Improved productivity	Business case bid to Corporate Change Fund
Improvements to SAP environments	Implementation of improved and more efficient processes. (NB: A number of specific process improvement deliverables are being considered and are currently subject to business analysis)	Commencement Summer 2013	Reduction in operating costs Improved productivity Improved features Enhanced confidence in SAP	Business case bid to Corporate Change Fund