MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

MEMO

To: Stuart Wakefield, Chief Information Officer
From: [redacted]
cc: [redacted] ICT Programme Manager
[redacted] Technical Delivery Manager
[redacted] Security Architect
[redacted] Programme Manager
Date: 2nd October 2015
Subject: Accommodation Move – Non-Standard Devices

Background
The Ministry has secured a new premises on Bowen Street that will accommodate business units currently based in St Pauls and Lambton Quay, with some business units relocating to the Justice Centre.

The Ministry is deploying approximately 1500 new end user computing devices as part of new technology required for the Wellington Accommodation Project.

As part of the relocation, the existing devices will be upgraded to the most suitable device for the new floor plans where Open Plan and Activity Based Working environments are being introduced. The device that is most suitable for the floor in some cases may not meet the device specification requirements for some users.

We have identified and engaged those users of non-standard equipment where their requirements are outside of the scope of the standard devices ie: HP Mini Desktop and Microsoft Surface Pro.

These users currently utilise a higher spec device to enable them to perform their daily tasks which require large volumes of data analysis and a high level of storage availability on their devices.

Should these users non-standard be provided with a lower spec device to perform their daily tasks, their device performance will drop dramatically impacting their ability to analyse data as they do today. These users utilise SAS, SQL RAR and other applications which require large volumes of data to be manipulated and analysed in Excel and SQL Query databases which require a high level of storage and sufficient power to successfully produce reports and analysis.

Purpose of this Memo
This memo seeks your confirmation and approval that for those users who:

- Currently have high spec (non-standard) devices to retain and use these in their new location, they will be reviewed at a later date but to ensure productivity and efficiency their existing devices will be retained

- Have high spec devices or non-standard equipment can retain these for the proposes of minimizing any risk associated with migrating data to a new device or impacting the way a user works or ability to work. Sourcing of a new suitable device, costs associated, testing requirements and certificating of new device within the current time constraints may mean their new devices will not meet requirements or MoE Standards

Recommendation
I recommend the following:

- For Wellington staff members who have existing devices that are non-standard, they can retain these to be relocated to their new location to minimise risk with providing them with the new devices that impact their work. These will be managed via the standard BAU for any upgrades or replacements as required.

Approve

I. That staff who currently have a non-standard devices retain these in their new location to minimise risk to their ability to work and operate as they do today. Their devices will be managed through the standard BAU upgrade/lifecycle process.

Approved/Declined

Stuart Wakefield
Chief Information Officer