A decision has been taken that when the SAU is moved to the new office location that it will not bring any unnecessary ICT items with it. It is intended to obtain all required items new for the new offices.

This expenditure will be indirectly hindered by the fact that the overall budget for the project has to be spent on a wide range of other items, including the costs associated with moving the staff themselves.

Because of this the budget (as yet unannounced) is expected to be slim.

Each person in the office will receive a computer of some sort, though it has been suggested that it would be best practice to match the computer allocated to the tasks carried out by the staff member; as an example, someone whose job is typing letters all day does not need a top-end PC.

At present 25 staff have signed up for the move. Pre-built offices have been found and negotiations are reaching conclusion. The office layout is open plan with glass walled closed offices for some senior staff and for the main meeting & briefing room.

It is expected that the briefing room will require projection facilities, but software for the majority of users should not be an issue; standard office packages should be more than satisfactory.

This is because over the years the staff have worked out a clever 'database' of spreadsheets that allows them to function very efficiently without specialist software.

For each of the broad items/sections listed thus far you need to provide a suggested solution. These sections are:
1. Computer types and allocations
2. Networking requirements
3. Connection back to head office (should follow from first assignment)
4. Local server and security requirements.

More to follow...