

MEMO

To: Stuart Wakefield, Chief Information Officer
Infrastructure Services Board
From: [REDACTED]
cc: [REDACTED] Programme Manager
Date: 14th September 2015
Subject: Accommodation Move – New 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.

These devices will be both desktop PCs and Windows Tablets to support the new Open Plan and Activity Based Working environments.

Purpose of this Memo

This memo seeks your confirmation and approval that for those users who:

- Will be based on an Open Plan floors and currently have a mobile device (laptop) – they are to retain this and use as their primary device in place of a desktop.
- No new laptops are to be provided to staff unless Managers approval has been sought and they have special circumstances that mean a desktop is not appropriate.
- Where the staff member's laptop is aged and requires an upgrade, this will be managed as part of the standard BAU upgrade process and not part of the Accommodation Move project.

Recommendation

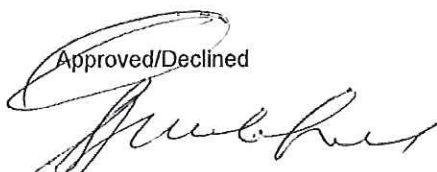
I recommend the following:

- For Wellington staff members who have been allocated a desktop on an Open Plan floor who currently have a laptop, retain their laptop until such time as BAU upgrade their device as part of their existing refresh lifecycle

Approve

- I. That staff who have been assigned to a fixed desk (Open Plan Floor) will be able to retain their existing laptop as their primary device only where their General Manager has support their ongoing requirement for mobility.

Approved/Declined



Stuart Wakefield
Chief Information Officer

