



REPORT N° CLERK2019-15

Date	30/09/2019
Submitted by	Monique Ouellet, Clerk (Project Lead)
Subject	SharePoint Project
File N°	C11-CLE

1) **NATURE/GOAL :**

The purpose of this report is to seek authorization from Council to use the amount budgeted for the SharePoint/Website which is listed in the 2019 Budget Book, Work-in-Progress (WIP) Capital Project, to complete the SharePoint Document and Records Management Intranet Project only.

2) **DIRECTIVE/PREVIOUS POLICY :**

- The SharePoint Document and Records Management Intranet Project was presented and approved in the 2017 Capital Budget with a budget of \$265,000.
- The Website Project was presented and approved in the 2018 Capital Budget with a budget of \$70,000.
- The SharePoint Document and Records Management Intranet Project was combined in the 2019 Capital Budget WIP with a budget of \$335,000 with the assumption that the website would be completed through the SharePoint Project.

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS Council approved a budget of \$265,000 to implement the SharePoint Document and Records Management Intranet Project in 2017; and

WHEREAS Council approved a budget of \$70,000 to design and build a new website in 2019; and

WHEREAS the SharePoint Document and Records Management Intranet Project and the Website Project were combined in the 2019 Capital Budget Work-in-Progress List with a total budget of \$335,000 with the assumption that the website would be completed through the SharePoint Project;

BE IT RESOLVED THAT the Committee of the Whole recommends that Council authorizes that the full capital budget amount of \$335,000 be utilized to implement the SharePoint Document and Records Management Intranet Project with the understanding that staff will be recommending that an amount of \$75,000 be considered in the 2020 capital budget for the design and implementation of a new website.

ATTENDU QUE le conseil a approuvé un budget de 265 000 \$ pour l'implémentation du projet d'intranet et système de gestion de documents SharePoint en 2017; et

ATTENDU QUE le conseil a approuvé un budget de 70 000 \$ pour la conception et la construction d'un nouveau site Web en 2018; et

ATTENDU QUE le projet d'intranet et système de gestion de documents SharePoint et le projet du site Web ont été combinés dans la liste des 'Projets d'immobilisation en cours' en 2019 avec un montant totalisant 335 000 \$ avec l'intention que le projet du site Web soit complété à même le projet SharePoint;

QU'IL SOIT RÉSOLU QUE le Comité plénier recommande que le Conseil autorise que la totalité du montant budgété, soit 335 000 \$ soit utilisé pour l'implémentation du projet d'intranet et système de gestion des documents SharePoint tout en reconnaissant que le personnel recommandera qu'un montant de 75 000 \$ soit considéré au budget 2020 pour la conception et l'implémentation d'un nouveau site Web.

4) **BACKGROUND :**

Council approved a capital budget of \$265,000 in 2017 for the SharePoint implementation project which consists of an integrated document management system to facilitate access and manage documents across the organization. It is also an Intranet web based solution, records management solution, documents collaboration solution. SharePoint is a web-based, collaborative platform that also integrates with Microsoft Office and allows for storage, retrieval, searching, archiving, tracking, management, and reporting on electronic documents and records.

5) **DISCUSSION :**

Staff has been working with StoneShare Inc throughout this project as per the contract that was awarded on October 25th, 2018 and later amended on March 19, 2019 to move to a SharePoint Online Platform.

Please understand that the initial contract with StoneShare Inc., which consisted of configuring the Intranet (Townsquare Configuration) and reviewing the design and implementing the Records Management Center Environment, is almost complete. This contract also included step-by-step onboarding phases for a Pilot Group. The Finance Department was chosen as the Pilot Group and therefore they are now fully operational under the new Online SharePoint Platform.

Currently, we are finalizing the onboarding phases for the Administration and Human Resources as well as finalizing the corporate intranet.

Immediately after the completion of the Administration/HR onboarding, we will need to proceed with the onboarding of seven (7) other groups (Infrastructure – 2 groups, Community Services – 2 groups, I.T. Services – 1 group, Protective Services – 2 groups). In order to complete these phases and ensure that all the departments are onboard as soon as possible, we will need an additional \$70,000, bringing the Total Project Budget at \$335,000.

StoneShare Inc. (initial contract) includes onboarding of Pilot Group – Finance	\$171,450
Onboarding – Administration & HR	\$20,000
Onboarding – Infrastructure (2 groups)	\$40,000
Onboarding – Community Services (2 groups)	\$40,000
Onboarding – I.T. Services	\$20,000
Onboarding – Protective Services (2 groups)	\$40,000
Total Project	\$331,450

6) **CONSULTATION:**

n/a

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

n/a

8) **FINANCIAL IMPACT (expenses/material/etc.):**

With Council's approval, the \$70,000 intended for the design of a new website would be utilized for the completion of the SharePoint Document and Records Management Intranet Project with the understanding that staff will be recommending that an amount of \$75,000 be considered in the 2019 capital budget for the design and implementation of a new website.

9) **LEGAL IMPLICATIONS :**

n/a

10) **RISK MANAGEMENT :**

It is imperative that this project be completed as smoothly as possible and that the groups onboarding have a positive and experience. Should Council wish to not allow the use of the requested funds for the completion of this project, it would mean that staff will need to manage the onboarding phases for four (4) groups in-house. This is a

possibility, but not recommended as it would have a negative impact on the success of this project.

11) **STRATEGIC IMPLICATIONS :**

To implement an integrated document management system (SharePoint) is listed as a strategic priority in the Strategic Plan.

12) **SUPPORTING DOCUMENTS:**

n/a