



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Officer Decision/Mayoral Decision DECISION TITLE:	ODN147-2019: [REDACTED]
Microsoft Project licences	
NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS: Kim Sawyer	
DATE OF OFFICER/MAYORAL DECISION:	

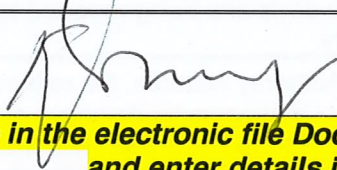
Responsible Director/Mayor:	Kim Sawyer, Chief Executive
Report Author and contact details:	Roberta Fulton 01480 277180
Is it a key decision?	No
All reports will be published on the CA website. Does your report include exempt or confidential information?	No

Decision taken	The Chief Executive has agreed to purchase 31 Microsoft Project licences for the organisation, at a cost of £2,292.70 for 10 months.
Authorisation (<i>delete as appropriate</i>)	This decision has been taken under delegated authority of the Chief Executive. The Chief Executive has delegated authority to take decisions up to £500k subject to any such decisions being reported to the next Board meeting of the Combined Authority.
Background Information	<p>As the Combined Authority matures, the requirement for access to a standardised project management database system intensifies. After comparing a range of software, it was clear that Microsoft Projects offered the best system for staff at the Combined Authority, in terms of use and accessibility.</p> <p>A range of licences are available with different access rights to allow tailoring to staff needs. The following two will have been identified as the most suitable for the Combined Authority:</p> <p>Project Essentials – read-only access; Project Professional – full access.</p> <p>After reviewing staff needs, 6 Professional licences will be purchased for the PMO team and Mayor's office, with 25 Essential licences purchased for Project Managers.</p>
Alternative options considered.	Other options of project management software were investigated, but they were at a higher cost than MS projects, and were not as user friendly.
Financial Implications	<p>Revenue funding. Cost centre: CX0042 – Software Licences, Mobile Phones cost etc.</p> <p>Cost will be £2,292.70 for 31 licences over a 10month period. Please see</p>



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	breakdown below:			
	10 months offer:			
	Professional	£191.70	6 licences	£1,150.20
	Essentials	£45.70	25 licences	£1,142.50
	31 licences			£2,292.70
Consultation	List any relevant consultation undertaken in relation to the decision.	N/A		
	Chief Executive	Kim Sawyer Date -		
	Responsible Director/Chief Officer	N/A		
	Monitoring Officer	N/A		
	S73	N/A		
	Portfolio Holder	N/A		
	Other	N/A		
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	N/A			
Supporting documentation	N/A			

Officer/Mayor signature		Date
		14/08/19
Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.		
If a public report, pass to Democratic Services and we will arrange publication.		