BPSI School ICT Review

The School ICT Review has 4 elements and results in the production of a comprehensive ICT Report and a 3 Year Strategy Plan.

The comprehensive ICT Report contains:

1. A Technical Review
2. An Operational Review
3. An Education / ICT Review
4. An ICT Costs Review

It also contains a 3 year Strategy / Plan based on engagement with stakeholders within the school and findings from the ICT Report.

Please note, the review can be tailored to a schools individual needs after discussion with the BPSI Advisor.

ICT Report Details

1. Technical Review

This includes a review of the infrastructure as well as hardware and software provision, an analysis of its „health" with development recommendations. It includes:

- Reviewing the server and network infrastructure in the school
- Reviewing any remote infrastructure / service(s) that the school uses
- Reviewing wifi and broadband provision
- Reviewing software versions used and the state of patching and maintenance
- Reviewing the infrastructure in terms of its security from cyber and other threats
- Reviewing the applications on the servers
- Reviewing classroom / management and admin technology (e.g. computers/printers/iwb/telephony etc.)

2. Operational Review

This includes a review of the existing ICT operational support model, the policies in place as well as job descriptions and SLA that support the model. It includes:

- Discussing with relevant staff the operational model currently in place and how they think this should work.
- Reviewing the maintenance procedures and contracts in place to ensure they provide the correct coverage for current and future purposes.
- Reviewing all relevant Job Descriptions or outsource agreements to ensure they cover the aspects necessary to deliver the desired support model.
- Reviewing relevant staff day to day activities to ensure they meet the Job Description and desired operational model.
- Providing any relevant gap analysis in the above and also recommendations on improvement if necessary.

3. Education / ICT Review

This includes working with key stakeholders to define a clear vision for ICT over the next 3 years and involves:

- Holding a workshop with the school SLT and other stakeholders, to discuss: visions for ICT that can be challenged and enable new ideas; attitudes to risk and responsibility for ICT, funding models and options; key educational needs of ICT and how SLT want ICT to support teaching and learning; key initiatives relating to ICT such as the new Computing Curriculum; key spaces around the school that require development, e.g. the Library/the IT Suite.

- Reviewing school use of ICT and providing an online ICT Impact Survey for staff to complete.

- Reviewing staff ICT capability in the light of the needs of the new computing curriculum and other curriculum areas as well as the fast changing technologies that are available to schools (e.g. mobile devices/cloud services/Assessment Tools/Lesson Observation, etc).

- Reviewing current Policies and Procedures and providing those that need updating/introducing - e.g. data handling policy.

- Reviewing ICT Resources available to the school and providing a list of resources where there are gaps and suggestions how they can have a transformational impact on teaching and learning.

4. ICT Costs Review

This includes analysing all the costs of ICT within the school (infrastructure, hardware, software, maintenance and support) so that it is clear what it costs the school in terms of ICT, annually. This is known as Total Cost of Ownership (TCO) and will provide a baseline to ensure any future development improves this. It involves:

- Reviewing all the relevant elements that make up the cost of delivering ICT in the school.

- Utilising information from the technical and operational reviews above.

- Providing a school TCO / Investment Planner (spreadsheet)

- Providing the school with an analysis of the total cost of ICT, including many "forgotten" costs.

- Providing recommendations to aid the school in future procurement decisions that can save the schools thousands of £"s in savings.

3 Year Strategy/Plan Details:

The Strategy and Development Plan draws together all of the above reviews and calculations to deliver an integrated and costed three year plan to enable the school to address immediate issues and deliver its vision for ICT. It aims to drive down the Total Cost of Ownership in the long term while maintaining the support for educational standards.

How much does it cost?

See below how many BPSI days (based 8 hours per day), it costs for a comprehensive ICT Review:

Primary School - 8 BPSI days (for full ICT Review / ICT Report and Strategy)	Secondary School - 9 BPSI days (for full ICT Review / ICT Report and Strategy)
4 days - school visits / reviews 3 days – reports 1 day - feedback and support	5 days - school visits / reviews 3 days - reports production 1 day - feedback and support

The ICT Review can be personalised to focus on particular aspects, according to your needs, where the number of days required to complete the task can be modified. Once ICT Review deliverables are agreed a BPSI Impact form is completed, which includes delivery dates.

For more information or discuss any aspect of the ICT Review programme please contact BPSI Advisor Jeff Howson (jeffreyrichardh@gmail.com).