

## SECTION D

### SPECIFICATION OF REQUIREMENTS

#### **Background & Project Overview**

It is desirable for a number of reasons to move to an electronic system of organising and circulating documents for the College Board meetings and for meetings of the Executive Officer Group. Such benefits include environmental gains, financial gains and more efficient use of College resources and staff.

There are a number of ways that the organisation can securely circulate documents. Both commercial options and in-house options can result in savings versus the current processes. Best practice in other educational providers was explored and it was agreed by the Executive Officer Group (EOG) that the purchase of a hosted solution should be explored.

The key considerations of any potential application are as follows:

- **Price** – the application is competitively priced with economies of scale;
- **Hosted solution** – a hosted solution will only be considered
- **Support** - It is a hosted solution with excellent user support;
- **Security** - The highest levels of security including the security features offered by the piece of hardware used to access the system; must adhere to the College Cloud Policy - <http://www.tcd.ie/about/policies/cloud-policy.php>
- **Usability** – For both administrators and meeting attendees. The application must be extremely user friendly and the ability to annotate and store annotations is a specific required feature; meeting attendees will also require the ability to email and print documents.
- **Practicality and Efficiency** – must facilitate the organisation of meetings in a reliable and efficient manner, ideally improving current processes with improved ways for meetings to be organised, documents delivered and reviewed.
- **Accessibility** – must be able to be access on and off campus and indeed abroad;
- **Reliability** – must be recommended by similar businesses, Boards etc.
- **Compatibility:** It is the preference of the project team for the application to be supported on i-Pads as the majority of EO members already use this device to conduct their business. Apple i-pads also have the greatest level of security and security features including remote wipe etc.
- **Control:** Meeting organisers must be able to specify the viewing requirements of individual attendees, ensuring that confidential documents remain so.

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#### **Board and Executive Officer Group Composition**

There are 32 members who sit at Board including those in attendance. The composition of Board includes both student and staff representatives as well as College Officers and external members. An IT solution for the electronic circulation of papers and meeting organisation must be able to facilitate the different member groups. There are 14 members of the Executive Officer Group – 7 of whom attend Board.

Many members of the two groups frequently travel increasing the requirement for security and off campus and overseas accessibility.

#### **Use and Rollout**

The successful application will be managed by the Secretary's Office with oversight from the College IT Security Officer and IS Services.

External support and training for administrators and meeting attendees will need to be provided.

A dual system for circulation will remain in place in the short term to mitigate any issues arising from the changeover and administrative staff in the relevant offices will continue to receive a PDF portfolio.

While it is envisaged that the use of the successful application will in the first instance be to facilitate Board and EOG a review will be conducted in the next Academic Year upon which a decision will be required as to whether the use of the application should be rolled out to all Principal Committees of College.