

Project Brief

Project #	Project Name	Business Group	Sponsor	Business Owner	Project Manager	Date
4392	Ptolemy Platform Replacement - IPONZ	Te Whakatairanga Service Delivery	Ross van der Schyff	Privacy of natural pe	Privacy of natural pe	12/12/2022

Project Brief Purpose	This project brief seeks Opex funding of \$488,260 and resources for FY22/23 to deliver tranche one , assessment and direction only. (Tranche two will deliver concept and testing, and tranche three will deliver implementation and cut over.)				
Problem and Opportunity	Problem: Ptolemy is a complex and customised platform supported by Coexya with aging interfaces and technologies. While regular investment and enhancements have extended the life of the Ptolemy platform, the platform will reach end of support in 2026. This project paves the way for the IPONZ technology platform replacement. Make a strategic decision on the future of the IPONZ platform by: - Collating the requirements for the platform basing them on previous analysis, current business strategy and architectural needs, - Present findings to the business and architecture for a decision on whether Coexya meets the requirements. If so proceed, if not move to RFI/RFP for all/some of the requirements, - Create business case.				
Complexity	Medium	Treasury RPA	N/A	Business Impact	Low
Project Start Date	15 August 2022	Indicative Closure Date	30 Jun 2023	Privacy Threshold Assessment	TBD

Recommendation	Decision
1. Approve: This Project Brief funding for Ptolemy – IPONZ Replacement Requirements Opex \$488,260 (FY 22/23) to fund delivery of tranche 1 from cost centre 9323	Approved/Not Approved
a) Note: That the Opex requirements have been reviewed and funding availability confirmed by Finance	Noted / Not Noted
b) Note: That the next governance document will be a Business Case, which should be submitted by 30 June 2023	Noted / Not Noted
c) Note: That this project scope initially covered the requirements for both IPONZ and Resolve which are the two applications leveraging the Ptolemy platform. The Ptolemy steering group have requested that two separate projects are created for IPONZ and for Resolve.	Noted / Not Noted
d) Note: That a separate brief will be submitted for Resolve.	Noted / Not Noted

Project Overview (Short)
Ptolemy Platform Replacement (tranche 1) will deliver: 1. Stage 1 - High-level System Capability view (including previous assessments), 2. Stage 2 - High-level business requirements (functional and non functional), 3. Stage 3 - Enterprise architectural assessment and strategic options\pathway forward, 4. PSR stage gate approval on the preferred architectural option, 5. Stage 4 – Dependant on Project Steering Review (PSR) approval the potential scenarios (includes procurement review and approach endorsement). Potential outcomes are a) Incumbent solution meets and aligns to strategy, deliver business case and obtain procurement exemption. b) Incumbent solution partly meets and aligns to strategy, deliver business case for incumbent solution platform and RFI for items not meeting requirements. c) Incumbent solution does not align or meet businesses strategic direction, deliver RFP and change request for business case post 30 June 2023
Strategic Alignment
Alignment to Te Whakatairanga Service Delivery Strategic Priorities: <i>Our Place</i> ☒ Impactful ☒ Accessible ☒ Data driven ☒ Integrated ☐ Sustainable <i>Our People</i> ☐ Safe and well ☒ Trusted ☒ Involved ☒ Encouraged ☐ Ourselves The requirements will be informed by these strategic priorities and specifically address how new solutions will advance the priorities. Partnering with Māori: This work will partner with Māori to: - ensure intellectual property interests of Māori - support Māori advisory committees and Māori Plant Variety Committee - cater for Māori data sovereign requirements

Project Objectives		
Item #	Title	Description
1	Strategic architect and business solution for this initiative stage	To deliver quality information that supports the decisions for the future investment in IPONZ management solutions.

Funding Information		FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total
Approved Investment Planning Bid	Capex		\$5M	\$5M		\$10M
	Opex	\$500,000	\$500,000			\$1M
Previously Approved Funding	Capex					
	Opex					
Funding requested in this Submission	Capex					
	Opex	\$488,260				\$488,260
Indicative Project Costs	Capex		\$5M	\$5M		\$10M
	Opex	\$500,000	\$500,000			\$1M
Indicative Ongoing Operating Costs	Capex					
	Opex		TBD	TBD	TBD	

Funding Source: Capex	Funding Source: Opex	Associated Memo Account	ICDC Approval Needed?	Indicative WOLC
MBIE Capital	Cost centre: 9323	IPONZ Memo account	No	TBD (Implementation)

Key Risks			
Theme	Description	Treatment & Controls	Rating
Strategic Business Alignment	If MBIE (TWSD) do not take this full end to end strategic and business assessment opportunity, that systems will not remain aligned and be fully fit-for-purpose.	The project will consider the full end to end business assessment, and ensure that the systems will remain aligned and be fully fit-for-purpose.	Med

Constraints		
Description	Treatment	Impact
None		

Impact if it does not go ahead
If we do not undertake this work to capture requirements, then: • Future investment decisions in solutions and approach cannot be robust as they could be made with an absence of understanding of the business and customer needs, • Further investment in the current platform in 2024/25 will be required to maintain support and most likely a migration will still be required, • We will likely fail to be innovative to meet customer needs and expectations in the context of broader and longer term aspects of our services. • We will not be able to keep up with the pace of technology change and will become out of alignment with MBIE and TWSD Cloud strategies, etc. • Missed opportunities for efficient business system alignment across regulatory systems and customer groups

Delivery Approach and Methodology	
The project will use a waterfall methodology for the design, build, test and implementation cycles. Requirements will be gathered up front to inform solution design and delivery. The intention is to use parallel development and implementation where possible. Further details will be defined in the business case.	
Resource Requirements (To develop Business Case)	
Project Manager- 0.5fte for 10 months, Business Analyst – 0.5fte for 7 months, Solutions Architect – 0.5fte for 4 months and Procurement – 0.2fte 5 months.	
High-level Procurement Approach	
No procurement changes	
Business Change Summary (Impact on culture, systems, policy, processes and people) within the {business group}	
No infrastructure, system or technical changes	
High-level Project Scope (Target Outcomes)	
In Scope	Out of Scope *
Deliver an architecture approved preferred option, based on: • Business strategic direction, • Key high level requirements,	Infrastructure, System Implementation or Technical Changes (will be delivered after business case)
Review and document the current and future business requirements of IPONZ	Resolve requirements (<i>as these will be delivered in a separate project</i>)
The Enterprise architectural assessment will define: • High-level business requirements, • Sizing/funding & timing for concept build and implementation, • The right procurement outcomes and agreement to meet PSG approval as per stage gate	Support contract MSA extension
Dependant of stage gate approval there are three possible scenarios to be delivered by 30 June 2023: • Incumbent solution meets and aligns to strategy, deliver business case and obtain procurement exemption. • Incumbent solution partly meets and aligns to strategy, deliver business case for incumbent solution platform and RFI for items not meeting requirements. • Incumbent solution does not align or meet businesses strategic direction, deliver RFP and change request for business case post 30 June 2023	

*Out of scope items may be delivered in next phases.

Dependencies Description	Impact	Date Needed
None		

Benefits (Between 1 – 3 Maximum)			
#	Type	Description	Measure
1	Improved Services (Internal)	Detailed business and technology requirements, market scan informing effective business decisions on future solutions appropriate to service and its customers	• Requirements accepted by business • Approved Architect preferred solution

Reference Documentation	Mako Link
Complexity Assessment v2	Internal Links
Governance Group ToR	
Finance Project Workbook	
Project Brief	
Range of activities to leverage in order to support Strategic Options: • Koru 58-1 Strategic review of intellectual property business needs • Koru 99 - IPONZ Ptolemy Cloud Migration Feasibility	

Endorser / Reviewer	Endorsed?	Mako Link to Endorsement Email
Project Sponsor (Named): Ross van der Schyff	Yes	Internal Links
Business Owner (Named): Privacy of natural pe	Yes	
Portfolio Strategy Manager : Privacy of natural p	Yes	
National Manager IPONZ : Privacy of natural pe	Yes	
Workstream Managers: (Business & Consumer) Privacy of natura	Yes	
Finance Business Partner: (Business & Consumer) Privacy of natural pe	Yes	
Procurement & Commercial: Privacy of natural pe	Yes	
PMO Quality, Benefits & Assurance: Privacy of natural persons	Yes	

High-level Project Deliverables		Date
1	Project Brief	18 November 2022
2	High-Level Business requirement (stage 1&2)	15 December 2022
3	Architectural strategic assesment and endorsed option sign off (stage 3)	23 February 2023
4	Stage 4 - (TBD following PSG stage gate approval and selection of chosen scenario)	30 June 2023

Milestones (To approval of the Business Case only)		Date
1	Project Brief – sign off by DGB	12 December 2022
2	Architectural strategic assessment and endorsed option sign off (stage 3)	23 February 2023
3	Stage Gate Assessment (PSG approval)	28 February 2023
4	Stage 4 - (TBD following PSG stage gate approval and selection of chosen scenario)	30 June 2023