

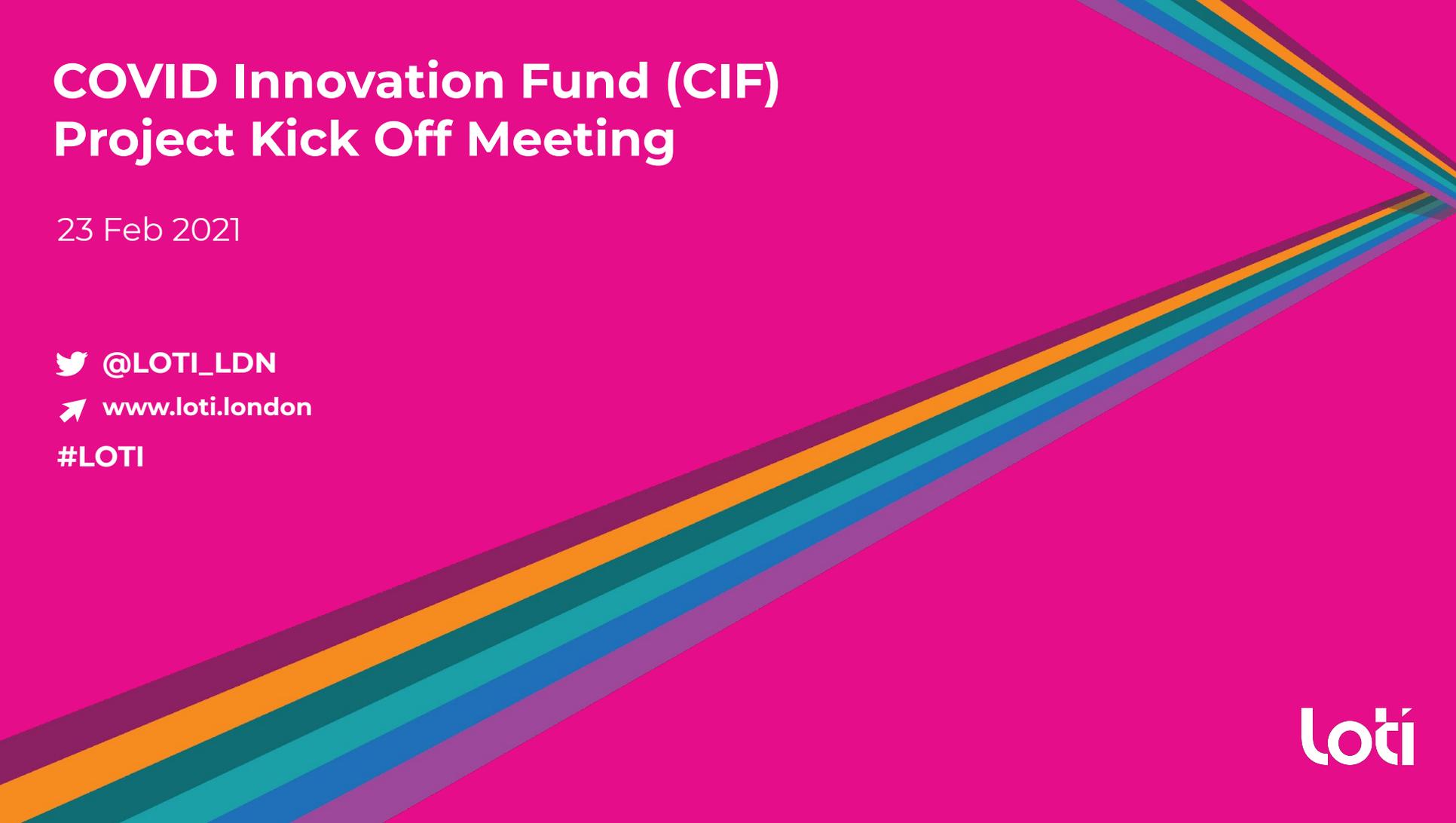
# COVID Innovation Fund (CIF) Project Kick Off Meeting

23 Feb 2021

 @LOTI\_LDN

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#LOTI



loti

## **Borough consortium**

Barnet, Brent, Kensington and Chelsea,  
Southwark, Westminster

## **Project overview**

Effectively tackling digital exclusion by developing a rich data picture through an innovative interactive demographic map of user needs, driving collaboration between communities, internal services and partners to design and deliver evidence-based, tailored initiatives.

## A reminder of the principles LOTI projects will follow:

Projects supported by this fund should:

1. Be aligned with LOTI's Year 2 strategic objective of helping Londoners whose needs have grown as a result of the pandemic.
2. Use LOTI's outcomes-based methodology and work in the open.
3. Be supported and delivered by at least two LOTI boroughs.
4. Be replicable by other London boroughs (i.e. designed with wider adoption in mind, based on common standards/principles where relevant).
5. Gift their outputs to LOTI for dissemination and maintenance.
6. Build on an ongoing or completed scoping, research or discovery phase.
7. Be deliverable by the end of May 2021.
8. *[For data-enabled project ideas only]* Use the tools and methods developed by the LOTI community and endorsed by the London Recovery Board. Most notably this would involve sharing data via the London Datastore.

## What we'd like to cover with you today?

1. Who's doing what?
2. Communication, engagement & working in the open
3. Delivery plan
4. Project dependencies, Milestones and Budget
5. Project specific questions
  - a. Research
  - b. Map Product
  - c. Sharing the learning

# Agenda

- What support do you need from the LOTI central team?
- Who are the main contacts for:
  - Project delivery
  - Communications
  - Liaising on the LOTI grant
- How do you envisage the individuals listed in your project team working together?

## Project Team

- Rhoda Phillips (WCC Digital Inclusion and Talent Lead)
- Tim Ellis (RBKC/WCC Bi-borough IT Development Lead)
- Neil Samson (WCC Senior User Researcher)
- Ailin Haacke (WCC Smart Cities Graduate)
- Fenella Pringle (Barnet)
- Shade Nathaniel-Ayodele (Southwark) Technology Project Manager (Digital Inclusion and Skills)
- Madeleine Leathley (Brent Digital Workstream Lead)

<b>Barnet</b> Fenella	<b>Brent</b> Maddy
<b>RBKC</b> Ilina	<b>Southwark</b> Shad
<b>Westminster</b> Rhoda	

## The Basics

### *Why?*

By **working in the open**, it helps you to remain **accountable** for successful delivery & helps others keep abreast of the latest **project updates**.

### *What?*

- Project Team **actions & results**
- **Key dates** for delivery

### *How?*

- Internally - Basecamp
- Externally - project timeline updates, weeknotes and show & tells

## Communication with LOTI

- Set a frequency of project review and update meeting.
- Our assumption is that LOTI won't be project managing directly but we want to stay closely involved.

## Delivery Phases

- We would like a plan that shows indicative activities / phases up to end of May
  - What's your plan for the first few sprints?
  - What does the End product look like?

## Working Together

- How will we make this one project rather than different activities conducted by different boroughs?

## Project dependencies

*What dependencies are there based on:*

- Procurement
- Resourcing / staff availability
- Partner availability (e.g. VCS)
- Other?

## Milestones and Budget

- What are the milestones for the project?
- What steps are needed to finalise the budget?
- Who would we issue grant payments to?

# Project specific questions



## Research

- How big is the sample? - the guidance shared outlines 400 but in the bid its 2000
- Is it possible to conduct research across all 5 boroughs?
- Plan for if lockdown restrictions are not lifted
- How will the analysis help us understand which data sets help us to understand digital exclusion for different personas?
  - Can we ensure that the research helps us validate the the explanatory value of existing data set (deprivation indexes etc)

## Map Product

- Is there sufficient resource available to support each borough in building their own map
- Kingston and Sutton have offered using their open source map

## Sharing the learning

- Who will be responsible for documenting the knowledge transfer between 'leading' and following 'boroughs'
- What outputs can we expect to capture this aspect of the project for others to use