

3 The model for successful ICT management

Design	<ul style="list-style-type: none"> • Selects the functional solutions needed to support learning, teaching and managing in the school • Evolves a robust ICT infrastructure • Works towards defined standards <p>Technical skills required</p> <ul style="list-style-type: none"> • Network management
Who?	<p>The headteacher carries out the functional elements, in consultation with end-users.</p> <p>A full-time staff technician or a service provider carries out the technical elements.</p>

Important!

The applications that are selected as suitable for use in classroom or office are the functional solutions and should ultimately be selected by the teachers and staff who need them, in line with the school vision. However, before going ahead with a decision, it is absolutely necessary to discuss the pros and cons of the chosen application(s) with those responsible for the technical solution. This is necessary in order to gain an understanding of the impact on previous investment in ICT and any other associated risks and costs.

Summary of tasks	Purpose of tasks	FITS process*
Use the 'Functional specification: Institutional infrastructure' when designing new functionality and improving the old	To work towards school ICT functionality that meets this Becta standard	None
Use the 'Technical specification: Institutional infrastructure' when designing new technical solutions and improving the old	To work towards a school ICT technical specification that meets this Becta standard	None
Refer to network diagrams when designing new services	To ensure that new designs work with the existing configuration	Configuration Management
Complete request for change forms and seek approval from the ICT owner to proceed, before initiating any new or improved infrastructure design	To ensure that expenditure and the concept in principle for an ICT design or design change are approved in advance	Change Management
As authorised by the ICT owner, carry out a risk assessment of ICT infrastructure and make recommendations for risk reduction	To enable the ICT owner to consider any improvements that may be advisable	Service Continuity Management

Read Becta's Functional specification: Institutional infrastructure and Technical specification: Institutional infrastructure [<http://www.becta.org.uk/schools/techstandards>].

The toolkit section of Primary FITS contains full instructions for these tasks, together with a CD of templates and examples. Give the toolset for design and a copy of the CD to the person assigned to the function as a full set of instructions, but you should first read section 4 in the guidance, which gives additional information about the toolkit.

* No prior knowledge of FITS is required but we have included an optional overview in Primary FITS guidance, section 7