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The model for successful ICT management

Provision	<ul style="list-style-type: none"> • Procures ICT equipment • Supplies ICT equipment
Who?	<p>Anyone authorised to do so may carry out this function, provided that the ICT owner has sanctioned expenditure via a completed request for change form.</p> <p>A requirement to procure ICT equipment may arise from any of the following functions:</p> <ul style="list-style-type: none"> • Second-level support • Design • Maintenance <p>Supply of ICT equipment is always by a service provider.</p>

Important!

- The topic of procurement itself is outside the scope of the FITS processes and therefore of Primary FITS. As a result, Primary FITS limits itself to the tasks performed in relation to procurement that can be managed by a FITS process.
- The Becta Schools website has advice on procurement [<http://becta.org.uk/schools/procurement>].

Summary of tasks	Purpose of tasks	FITS process*
Complete a request for change form and seek approval to proceed from the ICT owner	To get all expenditure approved in advance	Change Management

This task is included in each of the functions:

- Second-level support
- Design
- Maintenance.

The toolkit section of Primary FITS contains full instructions for these functions, together with a CD of templates and examples, so there is no need for a separate toolset for provision. Before proceeding to the toolkit section, however, 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