

## Student Information Systems Project Board

### MINUTES OF A MEETING HELD ON 26 SEPTEMBER 2007

Present: Dean Curtis (Chair), Sam Brenton, Brian China, John Holman, Stefan Milik, Alastair Owens, Mangal Patel, John Patterson, Edmund Robinson

Apologies: none received.

### MINUTES OF PREVIOUS MEETING

2007.01 Accepted as correct the minutes of the meeting held on 25 July 2007, paper SIS PB 2006/41.

### MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

2007.02 Membership of the Board (Minute 2006.130)  
Noted that membership had been revised for implementation phase, including the removal of Purchasing and the inclusion of a representative from Tribal.

2007.03 Noted that there would probably only be one formal meeting per month, but that this would be agreed at a later date.

### PROJECT MANAGER'S REPORT

2007.04 Progress over summer  
Reported by the Project Manager:

- that two business process audits had been held in August;
- that testing software had been installed;
- that an initial project meeting had been held with Tribal in early September;
- that Basic Navigation, Student Lifecycle, Academic Modelling and Enquiries training had been completed by the Project Team in September.

2007.05 Project Plan  
Reported by the Project Manager:

- that project plan discussions, including how the College will manage the implementation, were underway and that a meeting with the Tribal Project Manager, Heidi Bayley, would be held on 27 September 2007;
- that the project board would be presented with regular 6-month plans to aid management of the implementation;
- the need to be recruit to additional project team positions – Web Developer and a Technical/Business Analyst;
- that Computing Services have made available a number of positions and have been helpful in this process;
- that a Project Handbook has been produced.

2007.06 Resolved:

- to minimise risk the project plan would need to take full account of the College's annual cycle, even if this would lead to a longer implementation period but that there would be a need to strike a balance between low-risk implementation approach and meeting the College's needs for a new system; this will be discussed further at the meeting on 24th October 2007.
- that Heidi Bayley would be invited to meeting on 10th October 2007 to talk through implementation plan and processes etc.
- Resource structure to be presented to the SISPB at 24 October meeting.

- Project Handbook to be circulated to all SISPB members electronically.
- Project Board members to receive PRINCE training.

2007.07 College Reporting Tool

Reported by Project Manager:

- that initially, Tribal had recommended Business Objects as the reporting tool with a pre-set 'universe' from a company called CACI. After discussions with other stakeholders – HR , Finance and Planning, it has been proposed that a working group be set up to look into greater detail about the use of a tool to suit a number of departments and not just SIS.
- The first meeting of this working group will be 2 October.
- This will not be a SIS activity as such but will include an SIS Project Team representative.
- that there would be a risk to the project if selection of a reporting tool was prolonged.

2007.08 Resolved:

- Project Manager to monitor progress with selection of reporting tool and to report any developments back to the project board.

2007.09 Enquiries

Reported by Project Manager:

- that after several demonstrations and discussions, it had been agreed that Hobson's Virtual Advisor would be procured but that the Tribal Enquiries module would also be implemented.
- that the initial plan is for Corporate Affairs trial department. NR has been approached to nominate people from Corporate Affairs who will help with this implementation.
- that a process review would need to be carried out along with training on the software.
- that initial plan is to have this up and running by end of January 2008

2007.10 Training

Reported by Project Manager:

- that several issues have arisen from the first period of training:
  - Lap tops bought as no training facility available;
  - No wireless connectivity as it is too fragile and liable to disruption;
  - Set up of rooms entails wires, switches and extension leads;
  - Unable as yet to achieve web part of training all on client/server;
  - Differences between trainers' database and that installed on the server so some exercises and examples cannot be done this is being addressed.
- that once initial project plan has been agreed training sessions for the technical team will be organised.
- that lack of suitable training room availability will be a risk to the project during term.

**OTHER MATTERS**

2007.11 No other matters were raised.

**NEXT MEETING:** Wednesday 10 October 2007 at 11am in the Robert Tong Room.

LW 26.09.07