

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a of meeting held on Wednesday 31st October 2007 at 1pm in the E100, Queens' Building, Mile End

Minute	Action	By Whom	By When
2007.28	Tribal PM to produce high level project plans based on the outline plan presented to the Board.	HB	7 Nov 07
2007.30	that the Chairman will take the plan to PSG for their endorsement and support in securing staff from areas under their management.	DSC	PSG after the 7 Nov 07
2007.33	Stefan Milik to ensure that Academic Model presented to the SISPB	SM	21 Nov 07
2007.34	Stefan Milik to set up project training for the SISPB	SM	21 Nov 07

Minutes of meeting held on Wednesday 31st October 2007 at 1pm in the E100, Queens' Building, Mile End

Present: Dean Curtis (Chair), John Holman, Stefan Milik, Alastair Owens, Mangal Patel, John Patterson, Edmund Robinson, Julia Shelton, Morag Shiach, Liz Smith, Heidi Bayley (Tribal PM).

1. Apologies for absence:

2007.24 RECEIVED: apologies from Brian China, Morag Shiach, Sam Brenton, Leigh Ward

2. Minutes of the meeting held on 26 September 2007

2007.25 APPROVED: as an accurate record of the meeting.

3. Matters Arising from the Minutes

2007.26 NOTED: that there were no matters arising from the minutes.

4. SIS Implementation Plan

2007.27 NOTED: Stefan Milik informed that he could not deliver the SIS project plan as it is due to issues concerning the availability of staff and the need for the College to respond quickly and decisively to issues arising from the implementation.

2007.28 NOTED: a new outline project plan was presented to the Board by Stefan Milik and Heidi Bayley. It reflected a minimum implementation that will only deliver the core SIS functionality over 3 years without any "bells and whistles". Both PMs believe that it is achievable at QM. A short discussion followed and the Board endorsed the plan. Heidi Bayley to produce high level project plans based on the outline plan presented to the Board. **ACTION: HB**

2007.29 NOTED: that some concern as to how long the SRS has to be maintained and whether the gradual introduction of the SIS will mean a period of parallel running of both systems. PM to ensure that plans are fed to IT throughout the project so that this situation can be monitored.

2007.30 NOTED: that the Chairman will take the revised plan to PSG for their endorsement and support in securing staff from areas under their management. **ACTION: DSC**

5. Project Manager's Report

2007.31 NOTED: Enquiries kick off meeting now scheduled for the 22nd November.

2007.33 NOTED: the PM advised that the Academic Model should not be put out to consultation within the College as it was highly technical in nature and would probably open up an unnecessary debate that would in all likelihood end up with no discernable benefit.

- 2007.33 NOTED: the Academic Model will be presented to the SISPB at the next full Board meeting by Heidi Bayley and Stefan Milik. **ACTION: SM**
- 2007.34 NOTED: poor response to the training needs analysis from SISPB members. Debate concerning their usefulness followed. It was pointed out that this should have happened when the analysis was proposed. PM to set up training for all SISPB in the new year. **ACTION: SM**
- 2007.35 NOTED: that there could be a risk to the project from the possibility that Estates might not be able to provide the required levels of power and air conditioning for the new servers being delivered on the 12 Nov 07. Stefan Milik to monitor the situation and report back to the SISPB any developments.

6. Date of Next Meeting

- 2007.22 NOTED: as Wednesday 7th November 2007 at 11.30 in Robert Tong room, Queens' Building, Mile End. **ACTION: ALL**

7. Items of Other Business

- 2007.23 NOTED: that there were no other items of business.

There being no other business, the meeting closed at 2pm