

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a of meeting held on Wednesday 21st November 2007 at 11am in the Robert Tong Room, Queens' Building, Mile End

Minute	Action	By Whom	By When
2007.41	Circulate details of Project Management training for Project Board	SM	ASAP
2007.44	Pass job description for Web Designer to Mangal Patel and John Holman	SM	ASAP
2007.45.1	Pass names of those not present for consultancy meetings to Chief Administrative Officer	SM	ASAP
2007.51.1	Discuss deadlines for Academic Board etc. with Academic Secretary	SM	ASAP
2007.54	Present communications strategy and plan to next project board	SM	05-12-07
2007.55	Date of next meeting	ALL	05-12-07
2007.56	Note date and time of rescheduled meeting in December	ALL	12-12-07
2007.57	Note rescheduled dates for meetings in 2008	ALL	Ongoing

Minutes of meeting held on Wednesday 21st November 2007 at 11am in the Robert Tong Room, Queens' Building, Mile End

Present: Dean Curtis (Chair), Brian China, John Holman, Stefan Milik, Alastair Owens, Mangal Patel, John Patterson, Edmund Robinson, Julia Shelton, Morag Shiach, Nas Tarmann, Heidi Bayley (Tribal PM), Leigh Ward

1. Apologies for absence:

2007.38 RECEIVED: apologies from Sam Brenton.

2. Minutes of the meeting held on 31st October 2007

2007.39 APPROVED: as an accurate record of the meeting.

3. Matters Arising from the Minutes

2007.40 NOTED: that there were no matters arising from the minutes.

4. Project Manager's Report

2007.41 NOTED: that Project Management training for the SIS Project Board would be held on 18th January 2008.

ACTION: SM to circulate details

2007.42 NOTED: that progress was being made in terms of Project Manager being added to membership for Faculty Boards etc.

2007.43 NOTED: that the job description for the post of Business Analyst had been completed.

2007.44 NOTED: that the job description for the post of Web Designer will be passed to Mangal Patel and John Holman for comment.

ACTION: SM

2007.45 NOTED: that there was a real need for commitment to the consultancy process from those members of staff in relevant departments.

2007.45.1 AGREED: that names of those who had not been present for consultancy meetings etc. to be passed to Chief Administrative Officer for action.

ACTION: DSC

2007.45.2 AGREED: that lack of engagement in the process showed incompetence from those members of staff involved in the first phase of development.

2007.46 NOTED: that the implementation plan, in outline, was approved by the SISPB and that the Chief Administrative Officer was seeking approval from PSG.

5. The Academic Model

2007.47 RECEIVED: presentation from Heidi Bayley on the Academic Model.

- 2007.48 NOTED: work was currently underway on the module-level model.
- 2007.49 NOTED: that the academic model took in to account variations such as 'Year Abroad', PG Law courses, mark collection/translation from other HEIs (both in UK and overseas) etc.
- 2007.50 DISCUSSED: issue of sign-off of academic model.
- 2007.50.1 AGREED: that the academic model would be signed off by the project board in February 2008.
- 2007.51 AGREED: that the academic model and progress to date with the SIS project would be presented to the next Academic Board meeting.
- 2007.51.1 AGREED: that the Project Manager would discuss with the Academic Secretary.
- ACTION: SM**

6. Communications Strategy and Plan

- 2007.52 NOTED: that a draft communications strategy and plan had been drafted with Kate Hunter in Corporate Affairs.
- 2007.53 DISCUSSED: desirability of involved Kate Hunter in internal communications for the project and the need to possibly identify this as an extra resource requirement for the project.
- 2007.54 AGREED: that final version of communication strategy and plan would be presented to the next project board.
- ACTION: SM**

7. Date of Next Meeting

- 2007.55 NOTED: as Wednesday 5th December 2007 at 11.30am in the Robert Tong Room, Queens' Building, Mile End.
- ACTION: ALL**

8. Dates of meetings for 2008

- 2007.56 NOTED (*post-meeting*): that meeting scheduled for 19th December had been rescheduled to 9.30am on 12th December.
- 2007.57 NOTED (*post-meeting*): that meetings scheduled for 2008 had been rescheduled and the new dates for meetings in 2008 were as follows:
- 23rd January, 11am, Physics 601
 28th February, 11am, Physics 602
 27th March, 9am, Robert Tong Room
 24th April, 11am, Physics 602
 22nd May, 11am, Physics 602
 26th June, 11am, Physics 602
 24th July, 11am, Physics 602
 11th September, 11am, Robert Tong Room
 16th October, 11am, Robert Tong Room
 13th November, 1pm, Robert Tong Room
 11th December, 1pm, Physics 602
- ACTION: ALL**

8. Items of Other Business

2007.58 NOTED: that there were no other items of business.

There being no other business, the meeting closed at 12noon