

**Action points from a of meeting held on Wednesday 23rd January 2008 at 11am in Room 6.01, Physics Building, Mile End**

Minute	Action	By Whom	By When
2007.60	Circulate minutes of meeting held on 12th December 2007	SM	ASAP
2007.64.1	Single-sheet time plan to be produced for individual elements	SM	Ongoing
2007.64.2	Time plan document to also include resource requirements for each element, key deliverables and benefit realisation plans	SM	Ongoing
2007.65.1	Project Manager reports to report by exception in future	SM	Ongoing
2007.65.2	Reports from those with lead responsibilities to be considered by future project board meetings	SM	Ongoing
2007.67.1	Clarification of 'Phase' to be sought from Tribal	SM	ASAP
2007.68.1	Clarify end date and activity for data checking	SM	ASAP
2007.69.2	Conclude discussions relating to communications plan for project	SM	ASAP
2007.69.3	Reconsider web presence of SIS project	WA	Ongoing
2007.70.3	Use of previous groups (TEGs and SIGs) as part of communications processes	SM	Ongoing
2007.71.1	Project Risk Register to be included as standing agenda item for future meetings	SM (LW for agenda)	Ongoing
2007.72.1	Set up Working Group to evaluate S+ and SIS	SM	ASAP
2007.72.2	Formulate evaluation questions for working group	SM & JH	ASAP
2007.73	28th February 2008 meeting cancelled	ALL	
2007.74	Date of next meeting	ALL	27-03-08
2007.75	Dates of remaining meetings for 2008	ALL	Ongoing
2007.76.2	Periodic review to consider role and responsibilities of board members	DSC	
2007.76.3	Other items for periodic review to be passed to Chair	ALL as necessary	ASAP

**Minutes of a meeting held on Wednesday 23rd January 2008 at 11am in Room 6.01,  
Physics Building, Mile End**

**Present:** Dean Curtis (Chair), Wendy Appleby, John Holman, Stefan Milik, Dr Alastair Owens, Mangal Patel, Professor Edmund Robinson, Professor Julia Shelton, Nas Tarmann, Leigh Ward.

**1. Apologies for absence:**

2007.59 RECEIVED: apologies from Sam Brenton, John Patterson and Morag Shiach.

**2. Minutes of the meeting held on 12th December 2007**

2007.60 NOTED: that minutes of the meeting had not yet been circulated.  
**ACTION: SM to circulate minutes**

**3. Matters Arising from the Minutes**

2007.61 NOTED: the Board welcomed Wendy Appleby, who was replacing Brian China.

**4. Project Manager's Report**

2007.62 RECEIVED: report from Project Manager.

2007.63 Implementation of Enquiries Module

2007.63.1 NOTED: that implementation of Enquiries module was still within timescales.

2007.63.2 NOTED: that key Corporate Affairs staff had been fully engaging in the implementation processes and had been working closely with the project team.

2007.63.3 NOTED: that implementation of the Enquiries module should be completed by end of April 2008.

2007.63.4 NOTED: that the project team would be clarifying issues related to SITS IPP and Rhythmx implementation.

2007.63.5 DISCUSSED: issues of ensuring that SITS IPP and Rhythmx were compatible and that information was being populated from one agreed source.

2007.64 Project Time Plans for Individual Elements

2007.64.1 AGREED: that a single-sheet project time plan would be produced by the Project Manager for the Project Board for each individual element of the project.

**ACTION: SM**

2007.64.2 AGREED: that this document would also include resource requirements for each element, key deliverables and benefit realisation plans.

**ACTION: SM**

2007.65	Project Management Reports		
2007.65.1	AGREED:	that project management reports would, in future, be by exception.	<b>ACTION: SM</b>
2007.65.2	AGREED:	that reports would also be received from those with lead responsibilities for individual elements.	<b>ACTION: SM</b>
2007.66	Academic Model		
2007.66.1	NOTED:	that the project team had been visiting key individuals in departments to discuss the Academic Model.	
2007.66.2	NOTED:	that feedback from these meetings had been generally positive and was felt that these meetings would also help in engaging a wider group of stakeholders in the implementation processes.	
2007.67	Phases		
2007.67.1	AGREED:	that clarification would be sought from Tribal with regards the terminology of 'Phases'.	<b>ACTION: SM</b>
2007.68	Data Checking		
2007.68.1	AGREED:	that end date for data checking needed to be clarified along with clarification of activity.	<b>ACTION: SM</b>
2007.69	Communications		
2007.69.1	NOTED:	that a meeting would be held with Kate Hunter, Head of Comms on 28th January 2008.	
2007.69.2	NOTED:	that the communications discussions needed to be concluded as soon as possible.	<b>ACTION: SM</b>
2007.69.3	NOTED:	that web presence of SIS project would be reconsidered as part of the overhaul of the Academic & Council Secretariat websites.	<b>ACTION: WA</b>
2007.70	SIS Project Board		
2007.70.1	DISCUSSED:	possibility of creating a larger stakeholder group and reducing the size of the project board.	
2007.70.2	AGREED:	that there was a real benefit in including academic colleagues on the project board.	
2007.70.3	AGREED:	that the use of previous groups (such as TEGs and SIGs) would be considered as part of the communications processes.	<b>ACTION: SM</b>

- 2007.71 Project Risk Register
- 2007.71.1 AGREED: that the project risk register would be a standing agenda item for future meetings.  
**ACTION: SM**  
**ACTION: LW for agenda**
- 2007.72 Syllabus+
- 2007.72.1 AGREED: that a working group would be formed to evaluate the benefits of S+ and the timetabling capabilities of SIS.  
**ACTION: SM**
- 2007.72.2 AGREED: that evaluation questions would be formulated by Project Manager in consultation with JH.  
**ACTION: SM & JH**
- 5. Date of Next Meeting**
- 2007.73 AGREED: that meeting scheduled for Thursday 28th February 2008 would be cancelled.  
**ACTION: ALL**
- 2007.74 NOTED: date of next meeting as Thursday 27th March 2008 at 9am in the Robert Tong Room, Queens' Building, Mile End.  
**ACTION: ALL**
- 6. Dates of remaining meetings for 2008**
- 2007.75 NOTED: dates of remaining meetings for 2008 as follows:  
24th April, 11am, Physics 602  
22nd May, 11am, Physics 602  
26 June, 11am, Physics 602  
24 July, 11am, Physics 602  
11 September, 11am, Robert Tong Room  
16 October, 11am, Robert Tong Room  
13 November, 1pm, Robert Tong Room  
11 December, 1pm, Physics 6.02  
**ACTION: ALL**
- 7. Items of Other Business**
- 2007.76 Independent Periodic Review
- 2007.76.1 NOTED: that an independent periodic review would be conducted by Steve Prior from Provek.
- 2007.76.2 AGREED: that the review would consider the clarification of project board roles and responsibilities and means of reporting to relevant academic sectors by academic board members.  
**ACTION: DSC**
- 2007.76.3 NOTED: that other items for inclusion in the periodic review to be passed to Chair as soon as possible.  
**ACTION: ALL as necessary**

There being no other business, the meeting closed at 11.55am