

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Action points from a meeting held on Thursday 22nd May 2008 at 11am in Room 6.02,
Physics Building, Mile End**

Minute	Action	By Whom	By When
2007.119.2.1	Email to be sent to all key users and Heads of Department in College	DSC & MS	ASAP
2007.121.2	Risk register to show changes in impacts and possibilities from one meeting to the next	SM	Ongoing
2007.121.3	Risk of lack of commitment of resources from Tribal to be added to risk register	SM	ASAP
2007.123	Comments on draft health check report to be sent to DSC	ALL	19-06-08
2007.128	Date of next meeting	ALL	26-06-08
2007.129	Dates of remaining meetings for 2008	ALL	Ongoing

Minutes of a meeting held on Thursday 22nd May 2008 at 11am in Room 6.02, Physics Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Stefan Milik, Dr Alastair Owens, Mangal Patel, Dr John Patterson, Professor Edmund Robinson, Professor Julia Shelton, Professor Morag Shiach, Dr Liz Smith, Leigh Ward

1. Apologies for absence:

2007.110 RECEIVED: apologies from Sam Brenton, Dr John Holman and Deborah James.

2. Minutes of the meeting held on 22nd April 2008

2007.111 APPROVED: the minutes as an accurate record of the meeting's proceedings.

3. Matters Arising from the Minutes

2007.112 NOTED: that there were no matters arising from the minutes.

4. Project Manager's Report

2007.113 RECEIVED: report from Project Manager.

2007.114 DISCUSSED: issues with 'go-live' and UAT of Enquiries module.

2007.115 NOTED: that there appeared to be inconsistencies in advice received from Tribal.

2007.116 AGREED: the need for advice from Tribal to consistent and for Tribal to be regularly available, present and accountable during the entire implementation of SITS.

2007.117 DISCUSSED: robustness of testing in UAT before 'go-live'.

2007.118 AGREED: that there needed to be an examination of the issues and difficulties encountered in implementing the Enquiries module so as to mitigate risk before the implementation of the Admissions module.

2007.119 Admissions Module Implementation

2007.119.1 NOTED: that discussions were currently being held to find the best solution for implementation of the Admissions module.

2007.119.2 NOTED: that there needed to 'buy-in' from key personnel from across the College, including both key users and departmental Heads.

2007.119.2.1 AGREED: that an email would be sent to key users and Heads from both the Chief Administrative Officer and the Vice-Principal (Teaching & Learning).

ACTION: DSC and MS

2007.120 Working Groups

2007.120.1 NOTED: that working groups had now been set up.

5. Project Risk Register

2007.121 RECEIVED: project risk register.

2007.121.1 DISCUSSED: need for risk register to be a dynamic document that highlighted changes in risk.

2007.121.2 AGREED: that risk register would show changes in impacts and probabilities from one meeting to the next.

ACTION: SM

2007.121.3 AGREED: that risk of lack of commitment of resources from Tribal should be added to the risk document.

ACTION: SM

6. Health Check Report

2007.122 RECEIVED: Draft Health Check report from Provek.

2007.123 AGREED: that any comments should be passed to the Chief Administrative Officer by no later than 19th June 2008.

ACTION: ALL as necessary

7. Communications Plan

2007.124 RECEIVED: Project communications plan.

2007.125 AGREED: that the vision of what SITS will be (rather than just a replacement for SRS) needs to be disseminated across the College.

2007.126 DISCUSSED: whether SITS should be a standing item for HoDs Away Weekends.

2007.127 AGREED: that compliance across the College needed to be ensured through the demonstration of the benefits of SITS, again rather than just seeing it as a replacement for SRS.

8. Date of Next Meeting

2007.128 NOTED: date of next meeting as Thursday 26th June 2008 at 11am in the Room 6.02, Physics Building, Mile End.

ACTION: ALL

9. Dates of remaining meetings for 2008

2007.129 NOTED: dates of remaining meetings for 2008 as follows:

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

10. Items of Other Business

2007.130 NOTED: that there were no other items of business.

There being no other business, the meeting closed at 12.15pm.