

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Action points from a of meeting held on Wednesday 26<sup>th</sup> June 2008, 11am in Physics 602**

<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>
2007.135	Improve the supplier management framework and relationship with Tribal	SM	Next SISPB
2007.137	To investigate the use of other Universities' experience of SITS and also their bespoke work where appropriate.	SM	Ongoing
2007.138	To consider other avenues of selecting a suitable SITS Developer onto the SISPT.	SM	Ongoing
2007.140	Risk Register changes	SM	24-7-08
2007.141	Health check responses to be sent to dean Curtis	ALL	17-4-08
2007.142	Next Meeting - Thursday 24 <sup>th</sup> July, 11am, Physics 602, Mile End (Apologies if not attending)	ALL	17-4-08

STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Minutes of meeting held on Wednesday 26<sup>th</sup> June 2008, 11am in Physics 602**

**Present:** Dean Curtis (Chair), Sam Brenton , Marlon Gomes , John Holman, Deborah James, Stefan Milik, Alastair Owens, Mangal Patel, John Patterson, Edmund Robinson, Julia Shelton, Morag Shiach, Liz Smith

**1. Apologies for absence:**

2007.131 RECEIVED: apologies from Leigh Ward

**2. Minutes of the meeting held on 24<sup>th</sup> April 2008**

2007.132 APPROVED: as an accurate record of the meeting.

**3. Matters Arising from the Minutes**

2007.133 NOTED: that there were no matters arising from the minutes.

**4. SIS Implementation Plan**

2007.134 NOTED: Stefan Milik informed that good progress is being made with the planning of the work for Admissions implementation. Each phase has had to include a large element of analysis of process as well as IT systems. The difficulty of planning is in assessing the detailed implications.

2007.135 NOTED Several board members expressed surprise that Tribal with so much experience in implementation was not involving themselves as much as was expected from their bid. Stefan Milik related to the Board that there has been great difficulty in securing resource from Tribal and this was hampering the project. In particular, the Tribal PM does not contact QM unless contact is made to her. Several Board members suggested that the supplier management framework for the project is rectified ASAP. **ACTION: SM**

2007.136 NOTED: Several board members expressed concern at the lack of a road map for the project – a vision of the expected benefits that could be communicated to the College. Stefan Milik cautioned the Board and suggested that this should be done on a phase by phase basis as given the environment within which SITS is being implemented, it would be very easy to communicate to the College a wish list with timescales rather than a plan that can be delivered.

2007.137 NOTED: Several board members suggested that greater use could be made of other universities' SITS experience and also bespoke work built for them by Tribal. Also, that Stefan Milik should be using Tribal more to advise on best practice in order to speed the implementation. Stefan Milik agreed that this will be something to take forward but pointed out that delays were not due to lack of best practice or experiences

from other universities but in how the solution would be implemented at the College, which is unique. **ACTION: SM**

- 2007.138 NOTED: Several board members expressed concern at the slow progress of recruitment. Stefan Milik informed the board that two new Business Analysts with SITS experience have accepted places on the SISPT. A third post of Web Developer has not yet been filled. This was due to the quite restrictive nature of the post in the fact that the project requires someone with web skills but using them within SITS and not to develop web sites. One of the BA's recruited has extensive skills in this area and has been told at interview that we will require him to use them while we fill the post. Several board members suggested the use of the following to help this situation:
- User groups
  - Secondments
  - Similar posts in other universities
- ACTION: SM**

**5. Project Manager's Report**

- 2007.139 NOTED: Enquiries Post Implementation Review from Deloitte Touche scheduled for the 8<sup>th</sup> July. Stefan Milik to report back to SISPB with findings.
- 2007.140 NOTED: The Risk Register was considered and some changes to it made.  
**ACTION: SM**
- 2007.141 NOTED: The Chairman informed the SISPB that only one response has been received concerning the Health Check report from Provek. Requested that board members take time to respond so a consolidated action plan can be put together and presented to the board at the next meeting.  
**ACTION: ALL**

**6. Date of Next Meeting**

- 2007.142 Thursday 24<sup>th</sup> July, 11am, Physics 602, Mile End  
**ACTION: ALL**

**7. Items of Other Business**

- 2007.143 NOTED: that there were no other items of business.

There being no other business, the meeting closed at 12.20pm