

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Thursday 11th September 2008 at 11am in the Robert Tong Room, Queens' Building, Mile End

Minute	Action	By Whom	By When
2008.4.1.6.a	Redesign of QA Forms	WA	November 2008
2008.4.2.2	Confirm terms of reference and scope of Process Review Group	DSC	ASAP
2008.4.4.2	Ensure management of expectations when Admissions module is rolled out	SM	Ongoing
2008.4.5.3.1	Add Communication Issues to Risk Register	SM	ASAP
2008.7	Date of next meeting	ALL	16-10-08
2008.8.1	Update membership of Project Board	LW	ASAP

Minutes of a meeting held on Thursday 11th September 2008 at 11am in the Robert Tong Room, Queens' Building, Mile End

Present: Dean Curtis (Chair), Mazdak Alizadeh, Heidi Bayley, Sam Brenton, Dr John Holman, Deborah James, Stefan Milik, Mangal Patel, Professor Edmund Robinson, Professor Morag Shiach, Leigh Ward

In attendance: Marlon Gomes

1. Apologies for absence:

2008.1 RECEIVED: apologies for absence from Wendy Appleby, Dr Alastair Owens, Dr John Patterson, and Professor Julia Shelton.

2. Minutes of the meeting held on 24th July 2008

2008.2 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters Arising from the Minutes

2008.3 NOTED: that there were no matters arising from the minutes.

4. Project Manager's Report and Risk Register

2008.4 Project Manager's Report

2008.4.1 Module Working Group

2008.4.1.1 NOTED: that a Module Working Group would be set up by the Academic Registry and Council Secretariat (ARCS).

2008.4.1.2 NOTED: that membership would include SIS Project Team members and members of academic staff.

2008.4.1.3 NOTED: that full implementation of the Module phase would need to be completed earlier than originally planned, with a final completion date of March 2009.

2008.4.1.4 NOTED: that plans were in place to modularise both Medicine and Dentistry and to mitigate against associated risks.

2008.4.1.5 NOTED: that resources had been approved for the temporary appointment of a member of staff in ARCS who would be responsible for SIS-related communications.

2008.4.1.6 NOTED: importance of ensuring that module proposal and change forms were redesigned to capture all required SITS data.

2008.4.1.6.a AGREED: that the redesign of these forms should be completed in time for the November 2008 Faculty Boards.

ACTION: WA

- 2008.4.2 Process Review Group
- 2008.4.2.1 NOTED: that a Process Review Group would be set up by ARCS to consider current and possible future processes in light of SITS implementation.
- 2008.4.2.2 AGREED: that terms of reference and scope of group would need to be confirmed with ARCS. **ACTION: DSC**
- 2008.4.3 Authentication Issues and Support
- 2008.4.3.1 RECEIVED: papers from Computing Services and Tribal outlining authentication issues and support issues.
- 2008.4.3.2 NOTED: that these issues would be resolved shortly.
- 2008.4.4 Admissions
- 2008.4.4.1 NOTED: that implementation of the Admissions module and training of relevant staff etc. would be completed as soon as possible.
- 2008.4.4.2 AGREED: that there was a need to manage expectations of end users, particularly in academic departments, in the initial stages of rollout. **ACTION: SM**
- 2008.4.5 Other Issues
- 2008.4.5.1 NOTED: that the Analyst/Programmer attached to the SIS Project Team would be leaving the College shortly.
- 2008.4.5.2 NOTED: that arrangements were currently being put in place to ensure coverage whilst the post is vacant.
- 2008.4.5.3 Communications
- 2008.4.5.3.1 AGREED: that communications issues should be added to the risk register. **ACTION: SM**
- 5. Response Provek Report**
- 2008.5 RECEIVED: response to Project Healthcheck Report from Provek.
- 2008.6 NOTED: response to report.
- 6. Date of Next Meeting**
- 2008.7 NOTED: as Thursday 16th October 2008, 11am, Robert Tong Room, Queens' Building, Mile End **ACTION: ALL**
- 7. Items of Other Business**
- 2008.8 Professor Edmund Robinson
- 2008.8.1 NOTED: that, following the creation of the School of Electronic Engineering and Computer Science, Professor Edmund

Robinson would be standing down from the SIS Project Board and would be replaced with Dr Tony Stockman.
ACTION: LW to update membership

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