

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Thursday 16th October 2008 at 11am in the Robert Tong Room, Queens' Building, Mile End

Minute	Action	By Whom	By When
2008.16.2	Find solution for SITS training facilities	DSC/SM	ASAP
2008.22	Change Level of risk 24 from Red to Amber	SM	ASAP
2008.23	Change level of risk 25 from Red to Amber	SM	ASAP
2008.24	Change level of risk 27 from Red to Green	SM	ASAP
2008.25	Consider Project Costs at next meeting	SM (LW for agenda)	13-11-08
2008.26	Consider Project Communications at next meeting	SM (LW for agenda)	13-11-08
2008.27	Consider Change Management Issues at next meeting	SM (LW for agenda)	13-11-08
2008.28	Arrange meeting to review process change issues in SMD	SM/DJ	ASAP
2008.29	Consider Project Audit and Quality Assurance at next meeting	SM (LW for agenda)	13-11-08
2008.30	Date of next meeting	ALL	13-11-08
2008.32.1	PM Reports to be considered at ISB	SM	Ongoing

Minutes of a meeting held on Thursday 16th October 2008 at 11am in the Robert Tong Room, Queens' Building, Mile End

Present: Dean Curtis (Chair), Mazdak Alizadeh, Wendy Appleby, Sam Brenton, Dr John Holman, Deborah James, Stefan Milik, Mangal Patel, Dr John Patterson, Professor Edmund Robinson, Professor Julia Shelton, Professor Morag Shiach, Dr Liz Smith, Dr Tony Stockman, Leigh Ward (Secretary)

In attendance: Marlon Gomes

1. Apologies for absence:

2008.9 RECEIVED: apologies for absence from Heidi Bayley and Dr Alastair Owens.

2. Minutes of the meeting held on 11th September 2008

2008.10 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters Arising from the Minutes

2008.11 [Ref Min 2008.4.1.4] SMD 'Modularisation'

2008.11.1 NOTED: that 'modularisation' in SMD did not mean standard modularisation as for the rest of the College.

2008.12 [Ref Min 4.2.2] Process Review Group Terms of Reference

2008.12.1 NOTED: that Process Review Group would take the form of 'seminar-type' activities with key stakeholders in the College looking at process mapping.

4. & 5. Project Plan and Project Issues

2008.13 RECEIVED: Project Status Report.

2008.14 Use of 'International Foundation Course'

2008.14.1 NOTED: that this application was no longer used by the LDU.

2008.15 Phase 1A – UAT for Admissions

2008.15.1 NOTED: that there had been Academic Model coding issues related to advice received from Tribal but that these had been resolved.

2008.15.2 NOTED: that the provision of UCAS test data had not been possible.

2008.15.3 NOTED: that the Project Manager and the Head of Admissions were confident that Phase 1A would go live by no later than 27th October 2008.

2008.15.3.1 NOTED: potential impact on business critical processes (particularly in SMD) if Phase 1A did not go live on 27th October 2008.

2008.15.3.2 NOTED: that a contingency plan was in place to ensure that business critical processes were not affected.

- 2008.16 Training Facilities
- 2008.16.1 NOTED: real need for dedicated SITS training facilities.
- 2008.16.2 AGREED: that several possible solutions would be considered as soon as possible.
ACTION: DSC/SM
- 2008.17 Preparation for Phase 2
- 2008.17.1 NOTED: that a meeting would be held with Tribal on 29th October 2008 to discuss preparation for Phase 2.
- 6. Project Risks**
- 2008.18 RECEIVED: updated project risk register from Project Manager.
- 2008.19 NOTED: that risk number 20 ('Inability to get key staff involved during implementation') had been moved from Red to Amber.
- 2008.20 NOTED: that risk number 21 ('Inability to get Tribal staff as and when required') had been moved from Red to Amber.
- 2008.21 NOTED: that risk number 22 ('Unable to recruit suitable developer for SITS applications') had been moved from Red to Amber.
- 2008.22 AGREED: that risk number 24 ('Mid Term Entrants') should be moved from Red to Amber.
ACTION: SM
- 2008.23 AGREED: that risk number 25 ('Financial Processes') should be moved from Red to Green.
ACTION: SM
- 2008.24 AGREED: that risk number 27 ('Authentication – Part 2 Preferred') should be moved from Red to Green.
ACTION: SM
- 7. Project Costs**
- 2008.25 NOTED: that this would be considered at the next meeting.
ACTION: SM
ACTION: LW for agenda
- 8. Project Communications**
- 2008.26 NOTED: that this would be considered at the next meeting.
ACTION: SM
ACTION: LW for agenda
- 9. Change Management**
- 2008.27 NOTED: that this would be considered at the next meeting.
ACTION: SM
ACTION: LW for agenda
- 2008.28 AGREED: that a meeting between the Project Manager and the SMD would be organised to review process change issues.
ACTION: SM/DJ

10. Project Audit and Quality Assurance

2008.29 NOTED: that this would be considered at the next meeting.
ACTION: SM
ACTION: LW for agenda

11. Date of Next Meeting

2008.30 NOTED: as Thursday 13th November 2008, 1pm, Robert Tong Room,
Queens' Building, Mile End
ACTION: ALL

12. Items of Other Business

2008.31 Dr Tony Stockman

2008.31.1 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.

2008.32 Information Services Board

2008.32.1 NOTED: that all relevant Project Manager reports would be
considered at ISB.
ACTION: SM

There being no other business, the meeting closed at 11.50am.