

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from the meeting held Thursday 11 November 2008, 13.00 in the Robert Tong Room, Queens' Building, Mile End

Minute	Action	By whom	By when
2008.37.8	Determine viability of 2009 SITS implementation and, if found unviable, take alternative recourse.	All (LW: March 2009 agenda)	01-03-09
2008.38.3	Report on the availability and suitability of training space	DSC (LW: agenda)	11-12-08
2008.39.2	Report on findings from investigation into technical difficulties with UCAS import	SM (LW: agenda)	11-12-08
2008.41.3	Produce and report on updated risk register	SM (LW: agenda)	11-12-08
2008.43.2	Review and report on details of budget	ES/SM (LW: agenda)	11-12-08
2008.45.2	Report on outcome of PSG paper on change management and meeting of the Process Review Working Group	WA (LW: agenda)	11-12-08
2008.45.3	Add attendance monitoring to list of process review issues	WA	ASAP
2008.47	Date of next meeting	All	11-12-08

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of the meeting held Thursday 13 November 2008, 13.00 in the Robert Tong Room, Queens' Building, Mile End

Present: Professor Morag Shiach (in the Chair), Mazdak Alizadeh, Wendy Appleby, Sam Brenton, Dr John Holman, Stefan Milik, Mangal Patel, Dr John Patterson, Dr Liz Smith, Dr Tony Stockman, Heidi Voulstaker

In attendance: Simon Hayter (minutes)

1. Apologies for absence

2008.33 RECEIVED: apologies from Dean Curtis, Deborah James, Dr Alistair Owens, Professor Julia Shelton and Leigh Ward.

2. Minutes of the meeting held 16 October 2008

2008.34 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters arising from the minutes

2008.35 [Ref: Min 2008.11]

2008.35.1 NOTED: that the statement, "modularisation' in SMD did not mean standard modularisation as for the rest of the College" applied only to the MBBS and BDS programmes.

4. Project plan

2008.36 RECEIVED: Discussion Document; SIS Project Status Report

2008.37 Possibility of delaying implementation until 2010

2008.37.1 NOTED: that a mass go-live date of September 2010 would allow greater time for implementation than the current phased implementation from 2009.

2008.37.2 NOTED: that the current schedule was tight, but not unfeasible.

2008.37.3 NOTED: that the effects of amending the schedule would include:

- i. Renegotiation of payment and delivery dates with Tribal;
- ii. Potential loss of focus and momentum due to distance of new deadline.

2008.37.4 NOTED: the position of the College in relation to comparable institutions at this stage in the project, including that:

- i. No other institution had implemented a 12 month delay, though for the College this was the only possible duration due to our process cycles;

- ii. The scale of the data collection exercise was delaying work on the College's academic model.

- 2008.37.5 AGREED: that introducing partial online module-selection in 2009 would not be valuable; implementation should follow the existing schedule or be put back in its entirety to 2010.
- 2008.37.6 AGREED: that there was insufficient evidence of an inability to meet the September 2009 deadline; this would remain the effective deadline.
- 2008.37.7 NOTED: that funding was available for additional project resources deemed necessary to meet the deadline.
- 2008.37.8 AGREED: that should the project later appear unlikely to meet the deadline then SRS would be used for 2009. A final decision would be made at the March 2009 SIS Project Board and communicated to all stakeholders.
ACTION: LW for March 2009 agenda
- 2008.37.9 NOTED: that a forthcoming planning day would review and consider many elements of timing in the project plan.

5. Project issues

- 2008.38 Training room
- 2008.38.1 NOTED: the continuing lack of training space and the risks associated with a failure to provide this training to users.
- 2008.38.2 NOTED: the likely availability of a computer training room in the Francis Bancroft Building from January 2009, and the existence of a staff computer suite at Whitechapel.
- 2008.38.3 AGREED: that a report on the availability and suitability of the room in the Francis Bancroft Building, or a viable alternative, would be given at the next meeting of the Board.
ACTION: DSC
ACTION: LW for agenda
- 2008.39 UCAS import
- 2008.39.1 NOTED: that the import from UCAS to SITS had been successful, with a positive response from most users.
- 2008.39.2 NOTED: that there had been unexplained technical difficulties in importing UCAS data, and that testing was underway to discover the cause. A report on the findings would be given at the next meeting of the Board.
ACTION: SM
ACTION: LW for agenda

- 2008.39.3 NOTED: that several lessons had been learned from the import, notably that on future occasions:
- i. The testing period should be extended;
 - ii. The disabling of existing systems could be better managed;
 - iii. User training and involvement should be emphasised earlier and to a greater degree;
 - iv. ICT and business process analysis should be addressed upfront to raise awareness of issues at an early stage.

6. Project Risks

2008.40 RECEIVED: Project risk register

2008.41 Review of risks

2008.41.1 NOTED: new risks in section 5, and a potential costing for each risk scenario.

2008.41.2 NOTED: that several issues discussed at this meeting warranted amendments to the risk register.

2008.41.3 AGREED: that an updated risk register would be prepared for the next meeting of the Board, giving data on metrics and potential accumulative risks.

ACTION: SM
ACTION: LW for agenda

2008.41.4 NOTED: that many items on the risk register would be considered and addressed at the forthcoming planning day.

7. Project costs

2008.42 RECEIVED: an update on the available project budget.

2008.43 Review of project budget

2008.43.1 NOTED: that the project was on budget, and that the contingency fund was the largest single element of resource. There were no foreseeable issues.

2008.43.2 AGREED: that the figures would be further reviewed, and the Board informed of the date by which the budget had to be spent.

ACTION: ES/SM
ACTION: LW for agenda

8. Project communications

2008.44 SIS/Student Communications Manager

2008.44.1 NOTED: that a new post in Corporate Affairs, the SIS/Student Communications Manager, would take responsibility for elements of SIS communications.

2008.44.2 AGREED: That, once appointed, the SIS/Student Communications Manager would draw up a communications plan, and publish an online document explaining precisely what SITS was and how it would affect departments.

9. Change management

2008.45 Scope of change management

2008.45.1 NOTED: that a paper would go to PSG to establish the scope of issues of change management needing to be addressed. The division of process ownership between central services and academic departments was a key question.

2008.45.2 AGREED: that a report on the outcome of the PSG paper, and on the first meeting of the Process Review Working Group, would be given at the next meeting of the Board.

ACTION: WA
ACTION: LW for agenda

2008.45.3 AGREED: that the process of monitoring attendance for the new points-based immigration system would be added to the issues for consideration by the aforementioned groups.

ACTION: WA

2008.45.4 NOTED: that issues unsuitable for address by the Process Review Working Group would be referred to the Faculty Boards.

10. Project audit and quality assurance

2008.46 NOTED: that this would be considered at the next meeting.

ACTION: LW for agenda

11. Date of next meeting

2008.47 NOTED: as Thursday 11 December 2008 at 13.00, Physics 6.02.

ACTION: All

There being no other business, the meeting closed at 14.00.