

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Action points from the meeting held Thursday 11 December 2008, 13.00 in  
Room 6.02, Physics Building, Mile End**

<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>
2008.53.1	Report on responses from Tribal and UCAS regarding problems with UCAS import in October 2008	SM	January 09 meeting
2008.58	Revised Phase 2 Implementation date to be considered at next meeting	LW (for agenda)	January 09 meeting
2008.60	PM reports to be based on milestones and reporting by exception in future	SM	Ongoing
2006.61	PM report to also include reports on stage plans for project	SM	Ongoing
2008.64	Process Review Group report to be circulated with minutes	LW	ASAP
2008.65	Identification of all actions completed from project audits to be considered at next meeting	DSC/SM LW (for agenda)	January 09 meeting
2008.66	Reschedule date of next meeting	Lauren Hall	ASAP

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

**Present:** Dean Curtis (Chair), Mazdak Alizadeh, Wendy Appleby, Dr John Holman, Stefan Milik, Dr Alistair Owens, Mangal Patel, Dr John Patterson, Professor Morag Shiach, Dr Liz Smith, Dr Tony Stockman, Heidi Voulstaker, Leigh Ward

**1. Apologies for Absence**

2008.48 RECEIVED: from Sam Brenton and Professor Julia Shelton.

**2. Minutes of the meeting held on 13th November 2008**

2008.49 APPROVED: as an accurate record of the meeting's proceedings.

**3. Matters Arising from the Minutes**

2008.50 NOTED: that there were no matters arising from the minutes.

**4. Report on the Availability and Suitability of Training Space**

2008.51 NOTED: that a space had been identified in the Francis Bancroft Building and that a meeting would be held on 12th December to discuss feasibility.

**5. Report on Findings from Investigation in to Technical Difficulties with UCAS Import**

2008.52 NOTED: that a test environment had been set up and the import from UCAS had worked well.

2008.53 NOTED: that Tribal and UCAS have been asked to comment on why the import did not work well in October.

2008.53.1 AGREED: that this would be reported at the next meeting.

**ACTION: SM**  
**ACTION: LW for agenda**

**6. Project Plan**

2008.54 RECEIVED: paper from Project Manager outlining proposals to move implementation date of Phase 2.

2008.55 DISCUSSED: the above.

2008.56 NOTED: that the SIS Stakeholders Group had also considered these proposals.

- 2008.57 AGREED: that an implementation in August/September 2009 was too short a timescale due to lack of capacity until recently both in terms of SITS knowledge and also personnel to ensure a successful implementation.
- 2008.57.1 NOTED: that an August/September 2009 implementation could potentially put core business processes at risk, including enrolment and module registration.
- 2008.58 AGREED: that a revised implementation date of either February 2010 or August 2010 would be discussed at the next meeting.  
**ACTION: ALL**  
**ACTION: LW for agenda**
- 2008.58.1 NOTED: that the January meeting would be rescheduled to meet earlier in January.
- 2008.59 NOTED: that once a revised implementation date had been agreed the SIS Project Plan would also need to be reconsidered.
- 2008.60 AGREED: that in future the Project Manager's report would be based on milestones and would report by exception.  
**ACTION: SM**
- 2008.61 AGREED: that the PM report would also include reports on stage plans for the project.  
**ACTION: SM**
- 7. Project Risks**
- 2008.62 RECEIVED: project risk log.
- 8. Project Costs**
- 2008.63 RECEIVED: updated project costs.
- 9. Change Management**
- 2008.64 NOTED: that a report from the Process Review Group would be circulated with the notes.  
**ACTION: LW**
- 10. Project Audit and Quality Assurance**
- 2008.65 AGREED: that an identification of all actions completed from project audits would be considered at the next meeting.  
**ACTION: DSC/SM**  
**ACTION: LW for agenda**

**11. Date of Next Meeting**

2008.66 NOTED: that meeting scheduled for 29th January 2009 would be rescheduled.

**12. Items of Other Business**

2008.67 NOTED: that there were no other items of business.

There being no other business, the meeting closed at 2.45pm.

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