

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Action points from the meeting held Monday 12th January 2009 at 3pm in
Room 1.25, Arts Building, Mile End**

Minute	Action	By whom	By when
2008.76	Update and revise Project Plan	SM	ASAP
2008.77	Date of next meeting	ALL	29-01-09

Minutes of the meeting held on Monday 12th January 2009 at 3pm in Room 1.25, Arts Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Dr John Holman, Deborah James, Stefan Milik, Mangal Patel, Dr John Patterson, Dr Tony Stockman, Heidi Voulstaker, Leigh Ward

1. Apologies for Absence

2008.68 RECEIVED: from Mazdak Alizadeh, Dr Alastair Owens, Professor Morag Shiach, Dr Liz Smith

2. Discussion regarding postponement of Phase II implementation

2008.69 RECEIVED: document from the Project Manager outlining risks and advantages of postponing Phase II implementation to either February 2010 or August 2010.

2008.70 NOTED: that a February 2010 implementation would enable the implementation of the Progression & Awards Module at an earlier date than in the original project plan.

2008.71 NOTED: that a postponement to February 2010 would still provide time to ensure a successful implementation.

2008.71.1 NOTED: that a February 2010 would be a shorter than standard timescale (which would usually be 18 months) and as a result would result in increased costs and usage of Tribal staff time.

2008.72 NOTED: that a postponement to August 2010 would provide some additional flexibility in timescales.

2008.73 NOTED: that there may be issues in terms of module set-up and selection with a February 2010 implementation, given the shorter timescales.

2008.74 NOTED: that February 2010 would not provide very much time for business process analysis and for contingency planning.

2008.75 NOTED: that August 2010 would provide more time for user engagement and training.

2008.76 AGREED: after discussion, that Phase II Implementation would be postponed until August 2010.

ACTION: SM to update and revise Project Plan accordingly

3. Date of Next Meeting

2008.77 NOTED: as 29th January 2009, 1pm, Room 6.02, Physics Building.

ACTION: ALL

4. Items of Other Business

2008.78 NOTED: that there were no other items of business.

There being no other business, the meeting closed at 3.55pm.