

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

**Action points from the meeting held Thursday 29th January 2009 at 1pm in Room 6.02, Physics Building, Mile End**

<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>
2008.89	Revised Project Communications Plan to be considered at next meeting	SM	25-02-09
2008.93	More detailed project plan to be considered at next meeting	SM	25-02-09
2008.94	Papers for future meetings	SM	Ongoing
2008.95	Date of next meeting	ALL	25-02-09

**Minutes of the meeting held on Thursday 29th January 2009 at 1pm in Room 6.02, Physics Building, Mile End**

**Present:** Dean Curtis (Chair), Wendy Appleby, Dr John Holman, Deborah James, Stefan Milik, Dr Alastair Owens, Mangal Patel, Professor Morag Shiach, Professor Julia Shelton, Dr Liz Smith, Dr Tony Stockman, Heidi Voulstaker, Leigh Ward

**1. Apologies for Absence**

2008.79 RECEIVED: from Sam Brenton and Dr John Patterson.

**2. Discussion regarding revised Phase II project plan**

2008.80 RECEIVED: revised SIS Project Bar Chart Phase 1 – 3; revised SIS Project timeline; revised SIS Project resource allocation plan; Milestones definitions document.

2008.81 NOTED: that ARCS, the SIS Project Team, Computing Services and Tribal had all agreed to revised plans for Phase II implementation.

2008.82 NOTED: that stress testing on the revised plan had been carried out to ensure that the revised implementation would fit with College processes and the academic cycle.

2008.83 NOTED: that, given August 2010 implementation, issues surrounding annual leave had been considered.

2008.83.1 NOTED: possibility of offering a 'buy back' of annual leave for key stakeholders.

2008.84 NOTED: that a crucial success factor for the revised implementation would be the allocation of adequate and timely project resources for both the project team and departmental stakeholders.

2008.85 NOTED: that the revised project timeline had been disseminated at the Process Review Workshop held in late January.

2008.86 NOTED: that staff time allocation needed to be thoroughly planned.

2008.87 NOTED: that UAT would be able to take place earlier in the revised implementation plan and that SITS training would be phased between February 2009 and August 2010.

2008.88 NOTED: that the revised plans had been tested for resource pressures and periods of heavy resource usage (both time and financial) had been identified.

- 2008.88.1 NOTED: that risks during heavy resource usage periods would be mitigated as much as possible via the project risk plan.
- 2008.89 AGREED: that a revised Project Communications Plan would be considered at the next meeting.  
**ACTION: SM**
- 2008.90 NOTED: that post project issues such as departmental structures, system infrastructure and support and the resource implications would need to be considered.
- 2008.91 NOTED: that the monitoring and measuring of all deliverables would be conducted on a regular basis and any issues for concern would be reported to the SIS project board.
- 2008.92 NOTED: that acceptable tolerances needed to be agreed for deliverables.
- 2008.93 AGREED: that a more detailed project plan would be considered at the next meeting to enable the identification of intermediate milestones.  
**ACTION: SM**
- 2008.94 NOTED: that for future project board meetings the Project Manager would provide:
- reporting by exception;
  - updated risk log;
  - highlight report;
  - finance and resource report
- ACTION: SM**

### 3. Date of Next Meeting

- 2008.95 NOTED: as 25th February 2009, 1pm, Robert Tong Room, Queens' Building.  
**ACTION: ALL**

### 4. Items of Other Business

- 2008.96 NOTED: that there were no other items of business.

There being no other business, the meeting closed at 1.45pm.