

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Tuesday 22nd June 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Minute	Action	By Whom	By When
2009.222.1	Update on Advice & Counselling interface for next meeting	JH	07-07-10
2009.226.4	Training to be permanent agenda item	SM LW for agenda	Ongoing
2009.226.5.1	Resolve issues with logins	DSC	ASAP
2009.235	Go Live timeline to be circulated to all departments	SM	ASAP
2009.236	Generic 'countdown' communications	SM	Ongoing
2009.237.1	Follow up permanent presence on Connect homepage for Project	DSC	ASAP
2009.241.3.1	Assistant Director (Enterprise Applications), IT Services to confirm that UAT environment would be same spec as Live environment	JH	07-07-10
2009.241.4.1	Assistant Director (Enterprise Applications), IT Services to provide DRP for UAT	JH	07-07-10
2009.245	IT DRP to be considered at next meeting	JH LW for agenda	07-07-10
2009.246	Date of next meeting	ALL	07-07-10

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Minutes of a meeting held on Tuesday 22nd June 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Deborah James, Tom King (for Dr Tony Stockman), Stefan Milik, Jim O'Meara, Dr Patricia Revest, Professor Julia Shelton, Professor Morag Shiach, Liz Smith, Leigh Ward, Carron Windsor

1. Apologies for Absence

2009.221 RECEIVED: from Dr Alastair Owens, Nigel Relph, and Dr Tony Stockman.

2. Minutes of the meeting held on 8th June 2010

2009.222 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters Arising

2009.222 [Ref Min 2009.215.3] Advice & Counselling Interface

2009.222.1 NOTED: that this was being investigated by the Assistant Director (Enterprise Applications), IT Services.

ACTION: JH to provide update

4. Risk Log

2009.223 RECEIVED: updated Risk Log for project.

2009.224 Risk 3 – Decision Making

2009.224.1 NOTED: that this would be changed from Amber to Green.

2009.225 Risk 5 – Duplicate System Processing

2009.225.1 NOTED: that this would be changed from Amber to Green.

2009.226 Risk 8 – Staff Training

2009.226.1 NOTED: that this would be changed from Red to Amber.

2009.226.2 NOTED: that staff training had commenced and would continue and that feedback had been positive.

2009.226.3 NOTED: that training for 'steady state' would be addressed as part of Phase 3 of the project.

2009.226.4 AGREED: that Training would be added as a permanent agenda item for future meetings.

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

2009.226.5 NOTED: issues with staff logins for computers in SMD and in training.

2009.226.5.1 AGREED: that this would be resolved by the Chair.

ACTION: DSC

2009.227 Risk 11 – UAT Planning

2009.227.1 NOTED: that this would be changed from Red to Amber.

2009.228 Risk 12 – Failure to Define Suitable Business Processes

2009.228.1 NOTED: that this would be changed from Amber to Green.

2009.229 Risk 14 – Requirements Analysis

2009.229.1 NOTED: that this would be changed from Amber to Green.

2009.230 Risk 16 – Scope

2009.230.1 NOTED: that this would be changed from Amber to Green.

2009.231 Risk 19 – Academic Model: SMD PGTs

2009.231.1 NOTED: that this would be changed from Red to Amber.

2009.232 Risk 20 – Special Regulations

2009.232.1 NOTED: NOTED:that this would be changed from Amber to Green.

2009.232.2 NOTED: that Special Regulations would be prepared by the end of July 2010.

2009.233 Risk 22 – PBI

2009.233.1 NOTED: that this would be changed from Amber to Green.

5. Project Communications

2009.234 DISCUSSED: communications over summer prior to Go Live.

2009.235 AGREED: that the go live timeline would be circulated to all departments for information.

ACTION: SM

2009.236 AGREED: that there should be generic 'countdown communications' up to go live.

ACTION: SM

2009.237 NOTED: that a permanent place on the Connect homepage had been agreed but that to date this had not been implemented.

2009.237.1 AGREED: that the Chair would follow this up with the Director of Corporate Affairs.

ACTION: DSC

6. Project Manager's Report

2009.238 RECEIVED: Project Manager's report for period 8th June 2010 – 22nd June 2010.

- 2009.239 MySIS Debtor Access
- 2009.239.1 RECEIVED: a paper from the SIS Project Coordinator outlining proposals for restricting student debtors access to MySIS.
- 2009.239.2 NOTED: that the proposals mirrored current practice.
- 2009.239.3 APPROVED: proposals
- 2009.240 Project Go Live Timeline
- 2009.240.1 RECEIVED: a project go live timeline from the Project Manager.
- 2009.241 User Acceptance Testing (5.5)
- 2009.241.1 NOTED: that UAT had begun on pre-enrolment and that re-enrolment would be in UAT by the end of June.
- 2009.241.2 NOTED: that module registration would be in UAT by early July.
- 2009.241.3 DISCUSSED: whether UAT environment was exactly the same spec as the Live environment.
- 2009.241.3.1 AGREED: that the Assistant Director (Enterprise Applications), IT Services would be asked to confirm this at the next meeting. **ACTION: JH**
- 2009.241.4 DISCUSSED: need for Disaster Recovery Plan for UAT.
- 2009.241.4.1 AGREED: that the Assistant Director (Enterprise Applications), IT Services would be asked to provide this for the next meeting. **ACTION: JH**
- 2009.242 Academic Model (6.1)
- 2009.242.1 NOTED: need to ensure that a final deadline was agreed for changes to and population of the Academic Model.
- 2009.242.1.1 AGREED: that this would be fixed for the end of the third week of July.
- 2009.242.2 NOTED: resource issues concerning work on Academic Model.
- 2009.243 Student Programme Maintenance (6.2.1)
- 2009.243.1 NOTED: issues relating to student programme maintenance.
- 2009.243.2 NOTED: that a recovery plan had been put in to operation to ensure that student programme maintenance work was delayed.
- 7. IT Disaster Recovery Plan**
- 2009.244 RECEIVED: a paper from the Assistant Director (Enterprise Applications), IT Services outlining disaster recovery plan.
- 2009.245 AGREED: that this would be considered at the next meeting. **ACTION: JH**
ACTION: LW for agenda

8. Date of Next Meeting

2009.246 NOTED: as 7th July 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.

ACTION: ALL

9. Items of Other Business

2009.247 NOTED: that there were no other items of business.

There being no other business the meeting closed at 2.55pm.