

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Wednesday 7th July 2010 at 3pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Minute	Action	By Whom	By When
2009.255.2	Arrange meeting with BUPT Programme Leader re exam boards	SM	ASAP
2009.256.1	Discuss additional hardware purchase	JH & SM	ASAP
2009.266.2.1	Arrange meeting to address possibility of SRS development work as part of disaster recovery plan	JH	ASAP
2009.267	Date of next meeting	ALL	04-08-10

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Minutes of a meeting held on Wednesday 7th July 2010 at 3pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Dr John Holman, Deborah James, Tom King (for Dr Tony Stockman), Stefan Milik, Jim O'Meara, Dr Alastair Owens, Dr Liz Smith, Leigh Ward, Carron Windsor

1. Apologies for Absence

2009.248 RECEIVED: from Professor Julia Shelton, Professor Morag Shiach and Dr Patricia Revest.

2. Minutes of the meeting held on 22nd June 2010

2009.249 APPROVED: as an accurate record of the meeting's proceedings.

3. Matters Arising

2009.250 NOTED: that there were no matters arising from the minutes.

4. Project Manager's Report

2009.251 RECEIVED: Project Manager's report for period 23rd June 2010 – 7th July 2010.

2009.252 Decision Making

2009.252.1 NOTED: that Jane Pallant would be acting Academic Secretary between 30th July and 25th August.

2009.253 Data Migration and the ATR

2009.253.1 NOTED: that ATR concerned the process of data transfer of Admissions records to Student records in SITS.

2009.253.2 NOTED: that if problems occurred with data migration then dates for go-live would need to be adjusted accordingly.

2009.253.3 DISCUSSED: probability of problems occurring.

2009.253.4 NOTED: that some work still needed to be done on migration processes (including Mode of Attendance and Status codes) but that this work would be completed by the end of July after which no further changes would be allowed to the migration set.

2009.254 Research Degrees Office

2009.254.1 NOTED: that the RDO had recently announced that the College would be introducing 12 enrolment points (monthly) for PGR students.

2009.254.2 NOTED: that this would require changes to SITS set-up that could not be effected until the 2012/13 academic year.

- 2009.254.3 NOTED: that an interim solution would be devised until 2012/13 to allow for monthly enrolments.
- 2009.254.4 NOTED: the need for consideration of SITS processes when changing business processes.
- 2009.255 BUPT
- 2009.255.1 AGREED: that BUPT exam boards would be required to use SITS examination board paperwork.
- 2009.255.2 AGREED: that the Project Manager would meet with the BUPT Programme Leader.
- ACTION: SM**
- 2009.256 Performance Testing
- 2009.256.1 AGREED: that additional hardware should be purchased to improve further system performance.
- ACTION: JH and SM to discuss**
- 2009.257 Contingency Workshop
- 2009.257.1 NOTED: that a contingency workshop was being arranged.
- 2009.258 UAT Plan
- 2009.258.1 NOTED: UAT Plan.
- 2009.259 Go-Live Timetable
- 2009.259.1 NOTED: that the go-live timetable had been modified following feedback from departments.
- 2009.259.2 NOTED: that a complete timetable including ARCS processes and dates would be produced.
- 2009.260 Training
- 2009.260.1 NOTED: that training plan was now fully operational.
- 2009.261 Academic Model
- 2009.261.1 NOTED: outstanding data issues for Academic Model.
- 2009.262 New SISPT Members
- 2009.262.1 NOTED: that two new SIS Business Analysts had been appointed to start in August.
- 5. Project Communications**
- 2009.263 NOTED: that a permanent link to MySIS would be added to Connect.

6. Disaster Recovery Provision

- 2009.264 RECEIVED: a paper from the Assistant Director (Enterprise Applications), IT Services outlining DR provision.
- 2009.265 NOTED: that SITS could operate on a smaller-scale with the core components still being made available in LIVE.
- 2009.266 DISCUSSED: possible contingency of returning to SRS for a further academic year.
- 2009.266.1 NOTED: that whilst this would be possible it would require a considerable amount of development work for which no resource existed at present.
- 2009.266.2 NOTED: that this issue should be addressed as a final fall back position.
- 2009.266.2.1 AGREED: that a meeting should be organised to address this.

ACTION: JH

7. Date of Next Meeting

- 2009.267 NOTED: as 21st July 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.

ACTION: ALL

Post-meeting note: this meeting was cancelled. Next meeting will be 4th August.

8. Items of Other Business

- 2009.268 NOTED: that there were no other items of business.

There being no other business the meeting closed at 4.00pm.