



Student Information System Project Manager's Report

Report Period: 8th June – 22nd June 2010

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Key - RAG Status

 **Red** – Serious Issue – requires immediate attention/decision

 **Amber** – Work halted till action completed

 **Green** – Work proceeding

1. INTRODUCTION

PHASE 2 Deliverables

Admissions

- UCAS download
- Confirmation and Clearing
- On Line Application Form

Academic Model (inc. MBBS and BDS provision)

- Academic Model Structure Confirmation Task
- Programmes, Modules, Diets - Main
- SMD BDS - Programmes, Modules, Diets
- SMD MBBS - Programmes, Modules, Diets
- SMD PGT - Programmes, Modules, Diets
- SMD Intercalated - Programmes, Modules, Diets

Student Records

- Student Programme Maintenance (inc Automation)
- Student Personal Maintenance
- Enrolment – Pre-enrolment
- Enrolment – Re-enrolment
- Enrolment – Staff enrolment (SITS Enrol)
- Enrolment – Disability and Dyslexia
- Enrolment - Distance Learning - subsumed into Pre and Re Enrolment
- Enrolment - Quick Student Set Up
- Enrolment - Occupational Health

Module Registration – Pre-Selection

- Module Registration – Allocate Programme Academic Approver to a Student
- Module Registration – Diet Generation and Error Report
- Module Registration – Student Selection Task
- Module Registration – Tutor Approval Task

Module Registration – Exclusions from the eMR Process

- Module Registration – Re-confirmation process

PBIS – Admissions & Continuing Students set up in SITS

- SRS 29 - CAS and VCR
- SRS 30 - Student Engagement

Finance and Fees

- Fees Generation
- Student bank details from SITS to Agresso - no longer a separate task
- Bursaries – staff management task (SLC)
- Access to Learning Fund – Staff management task
- Access to Learning Fund – Student application task
- Minor bursary fund - Staff management Task
- Minor bursary fund – Student task – Tower Hamlets
- Minor bursary fund – Student task – UOL Fund
- Minor bursary fund – Student task – SMD Dean's Benevolent Fund

Bursaries – PGR

Awards Assessment and Progression

Mark Schemes - Standard

Mark Scheme – MBBS (different marks scheme for each year of study)

Mark Scheme – BDS

Mark Scheme – BUPT

 UK Modules

 Chinese Modules

 Pass/Fail Modules

Mark Scheme – LLB

Mark Entry - All

Mark Entry - SMD via VLE

Mark Entry - English and Drama via VLE

Pass List - Supplementary UOL & QMW

Pass List - Research

Final Transcript Std UG, PG, BUPT

Final Transcript MBBS

In Year - Assessment Item - Non Exam Results - Student View

Reassessments – Opt In/ Opt Out

Research Awards Task

 Enter Thesis Title and Submission Date Task

 Advanced Standing Credit Task

 Study Abroad Credit Task

SEB Report - Standard

 Module Results - UG & PG

 Module Statistics - UG

SEB Report - LLB

 Main Report

SEB Report - BDS

 Module Results – BDS

 Module Statistics - BDS

 Individual Student Performance - BDS

 Overall Student Summary - BDS

SEB Report - MBBS

 Module Results – MBBS

 Module Statistics - MBBS

 Individual Student Performance - MBBS

 Overall Student Summary - MBBS

Exam Scheduling (Jan 2011)

 Examination Scheduling - Main Build

 7 Student Letters

 Exam Stationery Request Form

 Invigilators Report Form

Invigilator Candidate List
Register of Attendance Form
Screen - Full List of Exams a student is scheduled for (not week by week as currently done)
Script Receipt build
Student Candidate List
Training Documentation - Exam Scheduling
Departmental Confirmation of exam data
Special Arrangements
(4 other reports find and put here - no action on these at all.)

External Reporting

RAS reporting
DLHE reporting
HESES reporting
Tariff calculator
NSS reporting
HESA reporting
RAE reporting

Interfaces

Resource Link interface
BlackBoard Interface Phase 1 – replicate SRS interface
Kinetics part 2 interface
SITS to RMS interface
RMS to SITS interface
Student Card and Photograph Management System
Building Security Access Interface
Student Union interface
Advice and Counselling interface
SITS to IT services interface
IT services to SITS interface
SITS to Library interface
SITS to VLE Mark Entry for MBBS and English/Drama - tbd
Departmental Feeds (EWS) - Extract Service

SITS Agresso Interface

Agresso interface – SITS to Agresso
 Student Account details
 Fees Transfer
 Bursary Payments
Agresso interface – Agresso to SITS
 Debtor Flag
 PBIS Data
 CAS Data
 Accommodation Fees Paid
 Tuition Fees Paid
Student Loan Company interface

Portal

Student portal
Staff portal

Other

Data Dictionary
Reporting Tool
E:Vision Performance
Training Plan
Post Go Live Support and Structure
Go Live Preparation - Timeline
Communications
Contingency Plan

PHASE 3 – requires planning

Academic Model - NCBs

PMR / MMR - Co and Pre requisite rules for Academic Model

Student records - Cohort Tracking

Student Records - Roll Forward

Student Records - Progression

Ceremonies

TfL in SITS

Automation for Marks Entry (All Depts)

SITS/VLE Mark Entry for MBBS

Unicode Upgrade

SMD - PAPeRS

SMD - Placements

HR Performance Interface

Applicant LDAP Interface

Advice and Counseling – SITS Development

Course Bookings - Language & Learning Unit (Insessional Programmes)

Admissions Work from APRSG

Progression Automation

DEB Report

Pass List - UOL

Pass List - Final UOL

Pass List - QMW

Pass List - Final Medical

Pass List - Final Dentistry

HEAR Transcript

EDS Transcript

Progression Award outcome letters

Module Results and Progression Outcomes - Post Exam Board View for students

SEB Report - Standard

Module Results - UG & PG

Module Statistics - UG
 Individual Student Performance - UG
 Overall Student Summary - UG
 Overall Student Summary - PG
 SEB Reort - LLB
 Rank Order Report
 SEP Report - BUPT
 Module Results – BUPT
 Module Statistics - BUPT
 Individual Student Performance - BUPT
 Overall Student Summary - BUPT

 Research Management
 Module Registration - Pre Selection

2. RISK LOG

See report sent out.

3. QUALITY ASSURANCE

A pragmatic approach has had to be taken with regard to quality assurance. User Groups and less formal groupings of College staff have been fully involved in all stages of the specification and build stages of each product and will ensure fitness for purpose. Part of the “sell” to the College has been some lengthy demonstrations to invited staff where prototype builds are open to improvement suggestions. Central Registry staff (ARCS) are involved in the specification and all stages of the build.

User acceptance testing is a stage in each product development and sign off by the process owner.

4. USER GROUP RESOURCE

PRODUCT AREA	
ACADEMIC MODEL	<p>No working group has been set up.</p> <p>Main source of information – QA dept and academic departments.</p> <p>This has been supplemented by direct data gathering from departments using Module Collection Form and Supplementary Forms to compensate for often poor records held at the centre.</p>
STUDENT RECORDS - ENROLMENT	<p>Marie Campbell Davies - Chair Marlon Gomes Rhiannon Thompson Paul Smith Lisa Davies Peter Cragg Carmen van den Board Sam Coker</p>

PRODUCT AREA	
	Chris Hopkins Rachel Wilson Helena Tkalez
STUDENT RECORDS – MODULE REGISTRATION	Mainly done through ARCS office: M Campbell Davies S Tobias
STUDENT RECORDS – STUDENT PROGRAMME MAINTENANCE	M Campbell Davies B Hewitt T Cornell N Cooper (Tribal)
FINANCE AND FEES	Student Fees M Ferris P Smith L Davis D Chamberlain (Tribal) Funding L Green D Newcombe PGR Scholarships and Funds Rh Thompson Peter Smith J Frith
AWARDS ASSESSMENT AND PROGRESSION	Mainly done through the ARCS office. K Dunster L Cuthbert (BUPT) S Oliver (LLB) G Thompson (Tribal) C Fletcher (Tribal) V Howells (Tribal) Demos held to collect views form the wider academic community.
EXAMINATION SCHEDULING	Marie Campbell Davies Ricardo Garcia Tina Peacock (Tribal) Andy Robinson V Howells
EXTERNAL REPORTING	Brian Kennedy Peter Cragg J Leeming V Howells (Tribal) Monthly meeting with Planning Unit inc. T White J Leeming A Donaldson P Cragg J Holman (occasional) J O'Meara C vd Bogaard P Rosenberg
INTERFACING	Jim O'Meara Chris Hopkins Danny Pond

PRODUCT AREA	
	John Holman H Patel D Gold
DATA MIGRATION	J O'Meara D Pond H Patel
SITS STUDENT PORTAL	No working group set up
SITS STAFF PORTAL	No working group set up

Additional groups have been meeting to discuss areas that are additional to the main product areas

PRODUCT AREA	
PBIS FOR CONTINUING STUDENTS	Resource to be allocated
REPORTING TOOL/DATA DICTIONARY	J Theodosius C vd Bogaard P Cragg J Holman J O'Meara

5. SUMMARY

This report will concentrate on those deliverables that will be required for August 2010 and January 2011 – Phase 2.

The SISPB has been provided with:

- Risk Log
- Financial Summary (to be provided at next SISPB, 7th July)
- Project Plan (pdf)
- Training Plan
- UAT Plan (in progress)




High Lights

- 5.1. The Academic Model Structure Confirmation Task has been sent to all departments for Modules. A Robinson is managing the updates and queries resulting from this.
- 5.2. The training plan for departments has been sent out and sessions and locations booked.
- 5.3. The training plan for Central Services has been sent out and replies are being managed.
- 5.4. The College Timetable of events from mid August to end of January 2011 has been circulated to key stakeholders for comments. Once these have been returned then circulated to the College.

New Issues for Consideration

AREA	ISSUE/POINT	RAG
MySIS	QMUL Student Debtor Access to MySIS Please refer to paper sent out with this report.	
DRAFT College Time Line	SISPB are asked to take a look at the Draft College Time Line for SIS and feed back any comments.	

Outstanding Issues from previous SISPB

AREA	ISSUE/POINT	RAG
5.5. UAT	Due to the prolonged specification and build period, it seems likely that a full UAT will be unable to be completed. Unit testing on small to medium volumes of data is done as part of the sign off procedure. What is required is large volume testing for some applications. Currently, we are ascertaining how much UAT can be done and a schedule is being written. A testing environment is being set up to enable UAT.	 To 
5.6. Testing Environment	A number of applications are waiting for a full testing environment to be set up with an appropriate level of data. Current strategy is to use SITST as the testing environment and populate it with SILVE data (live data for) and SRS data for continuing student data. This will then provide the requisite volumes required for testing applications.	

AREA	ISSUE/POINT	RAG
	<p>A discussion document has been circulated (18 June) to a number of key stakeholders with a proposed strategy for building a complete test environment.</p> <p>Key members of the team have been asked to identify what data is required for their areas.</p>	

6. PRODUCT PROGRESS REPORT

6.1.ACADEMIC MODEL

Collection of Data

A number of input streams have combined to produce a very heavy workload for A Robinson, the sole resource on this piece of work.

The Academic Model (AM) Structure Confirmation Task (AMSCT) has been sent to all departments for confirmation of Modules. A Robinson is managing the updates and queries resulting from this.

The equivalent Diet Confirmation Task will be sent out by Friday 18th June.










Currently, there are three broad input streams into the population of the Academic Model.

- The management of data coming from the AMSCT.
- The remaining data from the original data collection and supplementary information exercise, eg SLLF and SMD PGT. For each submitted programme, a three step process is required: entry of data into the AM; confirmation using the AMSCT; amendments to the AM.
- Outputs from the Programmes Committee. This quite often entails incomplete or incorrectly completed paperwork that can't be entered into the AM.

Issue for Discussion for the SISPB

Internal discussions within the SISPT have highlighted the need for a deadline to be set to ensure that the residue of data (as outlined above) can be entered into the AM before mid August. The implications of this would be that if by this date the data has not been returned to the SISPT in the correct format, the AM will not be updated and module data will, consequently, not appear in SITS for selection by students for 2010/11. By setting a deadline, it will give some leeway for all the remaining data to be entered into the AM.

Consideration should be given to the build of a task, during Phase 3, that could be used by departments when submitting proposals to the Programmes Committee. If this task was the first step in an agreed College process, it could eliminate most errors as data entered would be validated before it reached the Programmes Committee.

	Basic Module Info	Basic Diet Info	Supplementary Info
SLLF UG	 <p>Full time resource has been allocated to collect all module information.</p>	 <p>Full time resource has been allocated to collect all module information.</p>	 <p>Full time resource has been allocated to collect all module information.</p>
SLLF PGT	 <p>Full time resource has been allocated to collect all module information.</p>	 <p>Diets complete</p>	 <p>Full time resource has been allocated to collect all module information.</p>
History UG			

	Basic Module Info	Basic Diet Info	Supplementary Info
	Some outstanding – progress good	Some outstanding – progress good	Some outstanding – progress good
History PGT	<p style="text-align: center;">A</p> Some outstanding – progress good	<p style="text-align: center;">A</p> Some outstanding – progress good	<p style="text-align: center;">A</p> Some outstanding – progress good
SMD PGT	<p style="text-align: center;">A</p> See Risk Log - Risk 19		
SMD UG Intercalated	<p style="text-align: center;">A</p> See Risk Log - Risk 19		

6.2. STUDENT RECORDS

6.2.1. Student Program Maintenance








AREA	RAG	Progress	Issues	Risks
Analysis	A	Measures in place to bring this back into line.		
Build	A	Measures in place to bring this back into line.	Need to allocate Tribal resource to carry out build (est. 2 days)	
Documentation	A	Measures in place to bring this back into line.		
Training and UAT	A	Measures in place to bring this back into line.		

Recovery plan for Student programme Maintenance

Action	Who	Due Date	Completed Date
Fully Spec task for Tribal HO, page by page, using the process maps as reference	BH/NC	Initial Spec 18/6/10	
Confirm and map all programme maintenance processes, both in Visio and word based maps – use current process maps as a starting point for Visio	BH	22/6/10	
Review and write all SRL's <ul style="list-style-type: none"> • In-tray messages • Email • Letters • Reports 	BH	Initial plan 24/6/10	
Confirm which fields are to be used in automation and what values they are to be updated with and record this in the automation spreadsheet	NC	25/6/10	
Build automation	NC	2/7/10	
Write a UAT plan	BH	12/7/10	
Determine and setup user access	BH/MF	15/7/10	
Consider and document any non-standard business processes that may need to be done outside of the task (ie in client). Include problem-solving.	BH	Create plan and template for 15/7/10. Populate list as and when non-standard situation arise.	
SRL to generate partly populated CoC request form	VH	1/8/10	
Write any training documentation or supporting handouts	BH	1/8/10	





Action	Who	Due Date	Completed Date
Build task – (Howard estimated at 2 days)	HO	tbd	
Write documentation for task including any text to be included in the online processes and any separate supporting documentation for users	BH	tbd	
Follow up any associated tasks being managed by other team members to ensure they fit business process (eg exam scheduling and first sit interrupting students)	BH	Ongoing	
Write a process manual using the initial process maps and the non-standard process documentation as a starting point	BH	Ongoing. Nice to have, but not essential.	

6.2.2. Student Enrolment



AREA	RAG	Progress	Issues	Risks
Pre-enrolment		UAT to start 21/6/10. Documentation in progress.	Health Clearance Checks - Deadline for this has been set for 16 th July 2010.	
Student Personal Maintenance		Specification in progress. Build to be done by SISPT.		
Re-enrolment		UAT phase for testing. Documentation in progress	Health Clearance Checks - Deadline for this has been set for 16 th July 2010.	
Student Enrolment by Staff (SITS Enrol)		Task being built.	Health Clearance Checks - Deadline for this has been set for 16 th July 2010.	
Quick Student Set Up task		Standard Tribal SITS task but will require minor modifications for QM		
Occupational Health Task		Built and tested. UAT being undertaken.		
Disability and Dyslexia Unit		Specification completed. Tribal Resource to build. Minor task.		

6.2.3. Module Registration

The eMR Process



AREA	RAG	Progress	Issues	Risks
Allocate Programme Academic Approver to a Student		E: Vision task built and ready for UAT.		
Diet Generation and Error Report		<p>Generation of diets for students and the population of background tables. This is a two step process:</p> <p>Diet Generation SRL – completed, ready for UAT.</p> <p>Error Reporting – completed, ready for UAT</p>		
Student Selection Task		Completed, tested and demonstrated to departments.		
Tutor Approval Task		Completed, tested and demonstrated to departments.		

Exclusions from the eMR Process

AREA	RAG	Progress	Issues	Risks
Exclusions from the eMR Process		<p>This will manage those students who cannot use the eMR process (see above).</p> <p>Typically, these are re-sit students who will re-take modules in the following year. Diets cannot be generated for these.</p> <p>This will be a paper based manual process for 2010/11..</p>		
Re-confirmation process		The eMR program as it stands will not be used for 'Jan re-confirmation' in 2010/11. The		








AREA	RAG	Progress	Issues	Risks
		understanding is that for 2010/11, this will be a manual process		

6.2.4. PBI

AREA	RAG	Progress	Issues	Risks
SRS 29 CAS		<p>Business Processes completed</p> <p>SRFs to be finalized on 18-06-10</p> <p>Build of e:Vision screen and creation of UDFs on VCR screen to be completed by end of June</p> <p>Testing to be completed in early July</p> <p>Training scheduled for mid-July</p>	<p>Some delays in completing SRFs: needed to get full set of data and consult with relevant users</p> <p>Agresso team provided data extract - with ARCS for approval.</p>	
SRS 30 Student Engagement Progress		<p>Consultation taken place on Engagement, including possible reporting requirements and use of Client-Server screens</p> <p>Paper to go to QMSE in next couple of weeks outlining proposals for Engagement Points and related processes</p>	None to date	Failure to complete this work will impact on reporting abilities to UKBA and ultimately College's applied for Highly Trusted Sponsor status


6.3.ASSESSMENT, PROGRESSION, AWARDS

6.3.1. Mark Schemes


AREA	RAG	Progress	Issues	Risks
Standard		Completed		
MBBS		Completed		
BDS		Completed	Need to allocate resource for testing Requires test data.	
BUPT – UK Modules		Completed		
BUPT – Chinese Modules		Completed		
BUPT – Pass/Fail		Specified To be Built.	Need to allocate resource for build.	
LLB		Manual process for 2010/11		

JP staff to have a hands-on session - being organised. Chinese staff to attend. This will fulfil UAT requirement.

6.3.2. Mark Entry

AREA	RAG	Progress	Issues	Risks
General		Out of the box solution. Either upload or manual entry. Joint Programme staff will be using standard SITS process. English and Drama staff – agreed process with ARCS and SISPT.		

6.3.3. Award Rules

AREA	RAG	Progress	Issues	Risks
Award Rules		Complete.	Need to allocate resource since H McGeachy resigned.	

AREA	RAG	Progress	Issues	Risks
			Special regulations still need to be built in. ARCS have agreed to write these by 30 July 2010	
Progression Award Rules	A	Complete.	Need to allocate resource since H McGeachy resigned. Special regulations still need to be built in. ARCS have agreed to write these by 30 July 2010	
Progression Rules – non Award	A	Complete.	Need to allocate resource since H McGeachy resigned. Special regulations still need to be built in. ARCS have agreed to write these by 30 July 2010	

6.3.4. SEB Reports For Phase 2

Standard (required 2 Jan 11)

Title	RAG	Progress	Issues	Risks
Module Results – UG & PG	A	Waiting sign off by KD	IT to programme – resource to be allocated UAT (Significant activity, requires extensive data to complete)	
Module Statistics - UG	A	Waiting sign off by ARCS - KD	IT to programme – resource to be allocated UAT (Significant activity, requires extensive data to complete)	
Overall Student Summary - PG	A	Waiting sign off by ARCS - KD	IT to programme – resource to be Requires allocation of resource for UAT (Significant activity,	

Title	RAG	Progress	Issues	Risks
			requires extensive data to complete)	

BDS (required by 1 Nov 2010)







Title	RAG	Progress	Issues	Risks
Module Results – BDS	A	Spec written – Tribal VH Built – Tribal JV	Requires allocation of resource for UAT	
Module Statistics - BDS	A	Spec written – Tribal VH Built – Tribal JV	Requires allocation of resource for UAT	
Individual Student Performance - BDS	A	Spec written – Tribal VH Built – Tribal JV	Requires allocation of resource for UAT	
Overall Student Summary - BDS	A	Spec written – Tribal VH Built – Tribal JV	Requires allocation of resource for UAT	

MBBS (required by 1 Feb 2011)









Title	RAG	Progress	Issues	Risks
Module Results – MBBS	A	Spec written – Tribal VH Built – Tribal JV	Requires allocation of resource for UAT	
Module Statistics - MBBS	A	Spec written – Tribal VH Built – Tribal JV	Requires allocation of resource for UAT	
Individual Student Performance - MBBS	A	Spec written – Tribal VH Built – Tribal JV	Requires allocation of resource for UAT	
Overall Student Summary - MBBS	A	Spec written – Tribal VH Built – Tribal JV	Requires allocation of resource for UAT	

Other Areas

Business Area	RAG	Progress	Issues	Risks
Pass List – Supplementary UOL & QMW	A	Tribal CF specified Signed off by MCD Tribal PA developing.	Allocate resource to test (tribal CF?) Requires allocation of resource for UAT	




Business Area	RAG	Progress	Issues	Risks
Pass List - Research		Tribal CF specified Signed off by MCD Tribal PA developing.	Allocate resource to test (tribal CF?) Requires UAT	
Final Transcript - Std UG, PG and BUPT		Tribal VH specified Signed off J Pallant Built – Tribal VH Testing – Tribal CF	Requires allocation of resource for UAT	
Final Transcript - MBBS		Tribal VH specified Signed off J Pallant Built – Tribal VH Testing – Tribal CF	UAT to be allocated and completed	
Reassessments – Opt In/ Opt Out		Completed Tested Signed Off - WA		
Research Awards Task		Completed Tested Signed Off - WA		
In Year - Assessment Item - Non Exam Results - Student View		Specified – JOM Built –Tribal VH UAT to be done	Resource for UAT to be confirmed- KD	

6.4.FINANCE AND FEES





	RAG	Progress	Issues	Risks
Fees Generation SITS will generate the fee for the student based on the fee profiles already set up in SITS. The Agresso interface will manage the payments.		Generally good progress. Some courses still without fees. These are being chased. Full picture with list of courses without fees for SISPB 7 th July. New process being suggested for next year.	Some courses exist without a fee attached.	If no fee is attached to a course then the student cannot be invoiced.
Bursaries – staff management task (SLC)		Available to Bursaries staff for test processing of students. Test data available – 400 students		
Access to Learning Fund – Staff management task		Build in progress.		
Access to Learning Fund – Student application task		Build Completed Requires testing.		
Minor bursary fund – Student task – Tower Hamlets		Completed. With L Green and her team for further testing. Some minor mods to be completed		
Minor bursary fund – Student task – UOL Fund		Completed. With L Green and her team for further testing. Some minor mods to be completed		
Minor bursary fund – Student task – SMD Dean's Benevolent Fund		Build in progress.		
Bursaries – PGR		Appointments form completed. Ready for testing. Specification of data requirements for testing in progress		

6.4.1. Finance Interfaces


SITS to Agresso

Business Area	RAG	Progress	Issues	Risks
1. Student Account detail		Nothing to report		
2. Fees Transfer		Nothing to report		
3. Bursary Payments		Nothing to report	.	

Agresso to SITS






Business Area	RAG	Progress	Issues	Risks
1. Debtor Flag		Agresso team have forwarded extract with relevant information to SISPT.	Action on ARCS to confirm extract suitable	
2a. PBIS Data – CAS Data		Agresso team have forwarded extract with relevant information to SISPT.	Action on ARCS to confirm extract suitable	
2b. PBIS Data – Accommodation Fees paid		Agresso team have forwarded extract with relevant information to SISPT.	Action on ARCS to confirm extract suitable	
2c. PBIS Data – Tuition Fess Paid		Agresso team have forwarded extract with relevant information to SISPT.	Action on ARCS to confirm extract suitable	

Student Loan Company interface








Business Area	RAG	Progress	Issues	Risks
SLC Interface		Nothing to report		

6.5.EXAMINATION SCHEDULING (due January 2011)



Business Area	RAG	Progress	Issues	Risks
Main Build and Base Table Set Up	A	Completed In UAT – data required. Documentation in progress Will require a training manual.	Requires data set up in the test environment to do UAT	
Selected Letters	A	Completed	Requires data set up in the test environment to do UAT	
Script Receipts Report	A	Specification written, with ARCS for approval Build and documentation to build	Requires data set up in the test environment to do UAT	
Register of Attendance Report	A	Spec written and build completed. ARCS to sign off. Unit tested. UAT to do	Requires data set up in the test environment to do UAT	
Invigilator Report Form	A	Spec written and build completed. ARCS to sign off. Unit tested. UAT to do	Requires data set up in the test environment to do UAT	
Departmental Module Information Report	A	Spec written and build completed. ARCS to sign off. Unit tested. UAT to do	Requires data set up in the test environment to do UAT	
Invigilator Report Form	A	Spec written and build completed. ARCS to sign off. Unit tested. UAT to do	Requires data set up in the test environment to do UAT	
Departmental Module	G	Spec written	Requires data set	

Business Area	RAG	Progress	Issues	Risks
Information Report		Next stage build	up in the test environment to do UAT	
Special Arrangements Report		Spec written Next stage build	Requires data set up in the test environment to do UAT	
Exam Stationary Report		Spec written Next stage build	Requires data set up in the test environment to do UAT	
Candidate List		Spec written Next stage build	Requires data set up in the test environment to do UAT	
Invigilator Candidate List		Spec written Next stage build	Requires data set up in the test environment to do UAT	
Exam Timetable Web Task		Spec written Next stage build	Requires data set up in the test environment to do UAT	





6.6.EXTERNAL REPORTING



Report	RAG / Delivery	Progress To date	Issues	Risks
RAS reporting	 Aug 2010	RAS specification – complete Build - complete With A Donaldson, PU, for testing and sign off.		
DLHE reporting	 Aug 2010	Specification for this received. SISPT will build – simple extract. .		
NSS reporting	 Aug 2010	Specification – complete Build complete – (Tribal VH) Testing by PU		
HESA reporting	 Aug 2010	Working through fields for mapping (Tribal VH, PU - P Cragg, J Leeming, SISPT B Kennedy)	Analysis of fields in progress. Population and routine still in progress.	
HESES reporting	 Oct 2010	Working through set up and mapping (Tribal VH, PU - P Cragg, J Leeming, SISPT B Kennedy)	Load allocation not yet agreed as satisfactory. Newly announced changes from HEFCE must be implemented.	
Tariff calculator	 Oct 2010	Specification – complete Build – complete Testing by PU - minor issues being ironed out with current process and build.		
RAE reporting	 	None	Waiting for spec from HEFCE.	

6.7.DATA MIGRATION





Report	RAG / Delivery	Progress To date	Issues	Risks
Student/Programme Migration		95% completed. Some additional data has been added. Ongoing process eg Fee data being specified.		
Results/Modules Records Migration		First iterative test conducted and feedback sent to SISPT.		
Student Data Migration		95% completed. Some additional data has been added. Ongoing process, eg PBI data will need to be included		
CAS records migration		Mapping in progress		
Studentships migration		Mapping and iterations in progress.		
Qualifications migration		Mapping and iterations in progress.		
ELQ Question/Answers migration		Mapping and iterations in progress.		
Previous Card Requests		Mapping and iterations in progress.		
Next of Kin Migration		Mapping and iterations in progress.		
Research Supervisors records migration		Mapping and iterations in progress.		
Data Protection Flags		Mapping and iterations in progress.		



6.8. INTERFACES

Business Area	RAG	Sign Off	Delivery Date	Progress, Issues, Risks
WebCT interface phase 1 – replicate SRS interface		S Brenton IT	Aug 2010	<p>Progress: 75% complete. Prototype testing to start 21/6/10</p> <p>Issues: Staff data still coming from ITS rather than from directly from HR</p> <p>Risks: Lack of cover if sole developer David Goddard is diverted by crisis.</p>
Kinetics part 2.1: Main student interface data out of SITS interface		B Ashcroft	Aug 2010	<p>Progress: Coding complete. Ready for development testing</p> <p>Issues: Waiting for Kinetics to deliver small amount of work to fully test. Still not sure when this will be delivered.</p> <p>Risks: Availability of suitable resource to take over from Chris Hopkins if Kinetics work isn't delivered before he leaves.</p> <p>Late delivery of Kinetics work would also mean testing will have to take place at critical time of project when resources could be very stretched</p>
Kinetics part 2.2: Term time address interface back into SITS		B Ashcroft	Aug 2010	<p>Progress: Coding complete. Ready for development testing</p> <p>Issues: Waiting for Kinetics to deliver reworking of their term time address procedure. Spec agreed, still no date for delivery from Kinetics.</p> <p>Risks: Availability of suitable resource to take over from Chris Hopkins if Kinetics work isn't delivered before he leaves.</p> <p>Late delivery of Kinetics work would also mean testing will have to take place at critical time of project when resources could be very stretched</p>
SITS to RMS interface		J Holman, Rh. Thompson	Aug 2010	<p>Progress: 3 Feeds required. Lack of progress so far due to David Gold having other priorities and lack of availability of the developer with RMS knowledge to help with spec.</p>

Business Area	RAG	Sign Off	Delivery Date	Progress, Issues, Risks
				<p>Issues: Only developer with detailed knowledge of RMS is leaving – R Wilson.</p> <p>One feed needs to take Supervisor data over to RMS – still not clear whether structure for this data is finalized in SITS.</p> <p>Risks: Question over whether new resource can pick up knowledge of system in time to make changes required to take new feeds into RMS.</p> <p>Some slack available as this work doesn't necessarily have to be in place for go live as feeds are not currently automated and are imported on demand.</p>
Student Card Management interface		W Appleby	Aug 2010	<p><u>Card Production</u></p> <p>Progress: In UAT</p> <p>Issues: None known</p> <p>Risks: Availability of Tessa Cornell for testing. This has been compromised further by MCD leaving and her workload being spread to others inc. T Cornell.</p> <p><u>Photographic Mgt</u></p> <p>Progress: Building photo server</p> <p>Issues: None known</p> <p>Risks: None identified</p> <p><u>Card Printing</u></p> <p>Progress: In UAT</p> <p>Issues: Availability of photo server</p> <p>Risks: Availability of Tessa for testing</p>
Building security Access Interface		J Holman	Aug 2010	<p><u>Interface between Student Cards and Access System:</u></p> <p>Progress: In development testing</p>

Business Area	RAG	Sign Off	Delivery Date	Progress, Issues, Risks
				<p>Issues: None identified</p> <p>Risks None identified</p>
Student Union interface	A	E James	Aug 2010	<p>Progress: Little progress so far, waiting for feedback from SU on proposed feed</p> <p>Issues: Need to clarify how student opt out of the feed will work</p> <p>Risks: Lack of input from SU slowing progress. However, feed should be fairly straightforward to produce.</p>
Departmental Feeds	G	Various	Aug 2010	<p>Progress: 80% complete. Module feed still in development</p> <p>Issues: Difference in model between migrated module data and SITS generated module data and the impact this might have on feeds and interpreting them. Module data requirements for departments needs to be better understood</p> <p>Risks: Getting examples of SITS generated module data too late on to let IT and departments test and make any required amendments.</p>
Advice and Counseling interface	A	L Sequeira	Aug 2010	<p>Interface</p> <p>Progress: Not started. Resource identified and (hopefully) available to start some time next week (21st)</p> <p>Issues: see below</p> <p>Risks: see below</p> <p><u>Extraction of SRS functionality</u></p> <p>Progress: Not started. Resource identified and (hopefully) available to start next week (21st)</p> <p>Issues: Not knowing as yet how much work is involved in this</p> <p>Risks: Extraction proved more complex than originally anticipated, meaning work could take longer than time</p>

Business Area	RAG	Sign Off	Delivery Date	Progress, Issues, Risks
				available
SITS to IT services interface		M Evans	Aug 2010	<p>Progress: Feed complete and in UAT.</p> <p>Issues: Need confirmation from IT that feed is acceptable.</p> <p>Risks: IT not completing their reworking of account generating system in time to take new feed in and generate accounts from it</p>
IT services to SITS interface		JOM	Aug 2010	<p>Progress: Currently investigating most suitable way of importing data into SITS. Have so far only briefly discussed how to extract data from IT.</p> <p>Issues: StuTalk performance issues may make it unsuitable tool for this import and so could have to investigate other options. Also need to ensure data extracted from IT is only that which is in migrated data set.</p> <p>Risks: IT not having account generating system complete or in useable format for dev team to be able to produce a feed to import back into SITS</p>
SITS to Library interface		J Acland	Aug 2010	<p>Progress: Feed complete. Library working on importing this into ResourceLink. Good progress reported from J Acland on this.</p> <p>Issues: Need to know how to treat students with suspended status.</p> <p>Risks: None known at present</p>
SITS to VLE Mark Entry – SMD and English and Drama		W Boucher T Revest	Aug 2010	<p>Progress: A final agreement with the School of English and Drama on marks transfer and recording has been negotiated. No technical work has been started yet or interface solution proposed.</p> <p>Issues: No resource allocated as yet</p> <p>Risks: Potential lack of resource to investigate and implement solution</p>

Business Area	RAG	Sign Off	Delivery Date	Progress, Issues, Risks
<p>Staff Account Creation System – Resource Link (replacement for HRCS to RL interface)</p> <p>Note – not directly related to SITS project though does affect data that ultimately comes to SITS via HR.</p>				<p>Progress: In UAT</p> <p>Issues: None known</p> <p>Risks: None identified</p>
<i>Applicant LDAP Interface</i>		<i>M Evans</i>	<i>Aug 2010</i>	<p><i>SITS generated applicant password and user name into LDAP tree.</i></p> <p><i>Not started.</i></p> <p><i>See above</i></p>

6.9.PORTALS

A. Student Portal



Nothing to report

B. Staff Portal



Nothing to report.

6.10. OTHER WORK

A. Data Dictionary and Reporting Tool

Continuing work on the data dictionary with close co-operation with planning Unit and IT (John Theo).

Currently, SISPT analyzing actual report requirements for SITS from SRS current reporting structure.

B. E:vision Performance Testing

New server installed – early July.

EVision performance testing to be conducted after installation.

C. Communications

Nothing to report.

D. Training Plan/Time Line

Refer to Appendix 1 for a summary of training provision for Go Live.

On going training provision – is in progress.

Draft Time line sent out with this report for consideration by the SISPB.

E. Post Go Live Support

No progress to report.

7. APPENDIX 1 Training Schedule (as at 18 June 2010)

Title	Attendees	Date	Time	Room
Introduction to SITS for Central Services	SMD Student Office, Registry, RDO	09/06/2010	09:00 - 12:30	SIS Training Room
Introduction to SITS for Central Services	SMD Student Office, Registry, RDO	09/06/2010	13:30 - 17:00	SIS Training Room
Introduction to SITS for Central Services	SMD Student Office, Registry, RDO	10/06/2010	13:30 - 17:00	SIS Training Room
Introduction to SITS for Central Services	SMD Student Office, Registry, RDO	11/06/2010	13:30 - 17:00	SIS Training Room
Generation of fees in SITS	Fees Office	21/06/2010	14:00 - 17:00	SIS Training Room
SIS Academic Model Training	All users	22/06/2010	10:00 - 12:00	Milton Lecture Theatre
Academic model and Marks entry for SMD	SMD	23/06/2010	14:00 - 15:00??	3.06??
SIS Module Registration Approval Training (role of the PAA)	School and Institute	24/06/2010	10:00 - 12:00	Milton Lecture Theatre
SIS Module Registration Training (senior administrator)	School and Institute	29/06/2010	13:30 - 17:00	SIS Training Room
SIS Module Registration Training (senior administrator)	School and Institute	01/07/2010	09:30 - 13:00	Room G18, Garrod Building (Whitechapel)
SIS Module Registration Training (senior administrator)	School and Institute	02/07/2010	13:30 - 17:00	SIS Training Room
SIS Module Registration Training (senior administrator)	School and Institute	05/07/2010	13:30 - 17:00	SIS Training Room
SIS Module Registration Approval Training (role of the PAA)	School and Institute	06/07/2010	09:30 - 11:30	F. Bancroft, 2.40
SIS Module Registration Training (senior administrator)	School and Institute	08/07/2010	13:30 - 17:00	SIS Training Room
Report Building for Planning	Planning - in process of being invited.	08/07/2010	09:30 - 13:00	SIS Training Room
Demonstration of pre- / re-enrolment screens	Registry and Research Degrees Office - also open to all users (particularly schools / institutes)	14/07/2010	13:30 - 15:30	F. Bancroft, Clinical Medical LT
SIS Module Registration Approval Training (role of the PAA)	School and Institute	14/07/2010	09:30 - 11:30	F. Bancroft, Clinical Medical LT
Feedback on the SLC fund processing	Registry (Funds) - suggested attendees - Lesley Green and Team	19/07/2010	09:30 - 13:00	SIS Training Room
Advanced amendment of student personal data	Registry, SMD, RDO	20/07/2010	13:30 - 17:00	SIS Training Room
SIS Module Registration Approval Training (role of the PAA)	School and Institute	21/07/2010	13:30 - 15:30	F. Bancroft, Clinical Medical LT
PBI for Central Services	SMD Student Office	21/07/2010	9:30 - 13:00	TBC
PBI for Central Services	Registry and Research Degrees Office	22/07/2010	9:30 - 13:00	SIS Training Room
Advanced amendment of student programme record	Registry, SMD, RDO	22/07/2010	13:30 - 17:00	SIS Training Room
SIS Academic Model	All users	23/07/2010	13:30 -	HOLD

Title	Attendees	Date	Time	Room
Training			17:00	
Advanced enrolment scenarios	Registry + SMD + RDO	23/07/2010	09:30 - 13:00	SIS Training Room
Advanced Module Registration for Central Services	Registry (inc. SMD PGT covered by Registry)	23/07/2010	13:30 - 17:00	SIS Training Room
Demonstration of pre- / re-enrolment screens	SMD Student Office - also open to all users (particularly schools / institutes)	26/07/2010	13:30 - 15:30	Perrin LT (changed from Bearsted which was publicised)
SMD Fund Management	SMD Student Office (Funds)	26/07/2010	09:30 - 13:00	TBC
Viewing centrally held student record information	School and Institute	27/07/2010	13:30 - 15:30	Perrin LT (changed from Bearsted which was publicised)
Client Reg Fund Management for Central Services	Registry (Funds) - suggested attendees - Lesley Green and Team	27/07/2010	09:30 - 13:00	SIS Training Room
Advanced Module Registration for Central Services	SMD Student Office (UGT only). Suggested attendees - Christine Sofianos, Sam Coker - intended as meeting-style overview.	28/07/2010	13:30 - 17:00	TBC
Viewing centrally held student record information	School and Institute	29/07/2010	09:30 - 11:30	F. Bancroft, Clinical Medical LT
Standard amendment of student personal data	SMD Student Office	30/07/2010	09:30 - 13:00	SIS Training Room currently booked, but have requested facilities at Whitechapel
Report Building for Planning	Planning - in process of being invited.	30/07/2010	09:30 - 13:00	SIS Meeting Room (laptops)
Viewing centrally held student record information	School and Institute	03/08/2010	13:30 - 15:30	F. Bancroft, 2.40
Standard amendment of student programme information using e:Vision	Registry / RDO	04/08/2010	13:30 - 17:00	SIS Training Room
Standard amendment of student programme information using e:Vision	SMD Student Office	05/08/2010	13:30 - 17:00	SIS Training Room currently booked, but have requested facilities at Whitechapel
Viewing centrally held student record information	School and Institute	05/08/2010	09:30 - 11:30	F. Bancroft, 2.40
Advanced transfer of data from Admissions to Registry (and visa versa)	Registry and Admissions and SMD Student Office	06/08/2010	09:30 - 13:00	SIS Training Room
Standard transfer of data from Admissions to Registry (and visa versa)	Registry and Admissions and SMD Student Office	06/08/2010	13:30 - 17:00	TBC
Enrolling students at events	Registry	09/08/2010	13:30 - 17:00	SIS Training Room
Advanced PGR funds scenarios	Research Degrees Office	10/08/2010	09:30 - 13:00	SIS Training Room
Standard amendment of student personal data	Registry and RDO	10/08/2010	13:30 - 17:00	SIS Training Room
Enrolling students at events	SMD Student Office	11/08/2010	13:30 - 17:00	SIS Training Room currently booked, but have requested facilities

Title	Attendees	Date	Time	Room
				at Whitechapel
Transfer of SLC files for Registry	Registry	11/08/2010	09:00 - 11:00	SIS Training Room
Enroling students at events	RDO and Others (Finance etc.)	12/08/2010	13:30 - 17:00	SIS Training Room
SITS for DDS	DDS	20/08/2010	13:30 - 17:00	SIS Training Room
Mop-up session for Registry	Registry	01/09/2010	09:00 - 12:30	SIS Training Room
Enroling students at events	Admissions	02/09/2010	13:30 - 17:00	SIS Training Room
Enroling students at events	Admissions	03/09/2010	13:30 - 17:00	SIS Training Room
Exam Scheduling Feedback	Registry	13/09/2010	13:30 - 17:00	SIS Training Room
Advanced Marks Entry for Central Services	SMD Student Office	04/10/2010	09:30 - 13:00	TBC
Advanced Marks Entry for Central Services	Registry	05/10/2010	09:30 - 13:00	SIS Training Room
Understanding Marks Entry for Central Services	Registry + Quality and Standards + Planning	07/10/2010	09:30 - 11:30	TBC
Understanding Marks Entry for Central Services	SMD Student Office	08/10/2010	09:30 - 13:00	TBC
Marks Entry for School / Institute Coordinators (MMBS and BDS)	School and Institute	11/10/2010	13:30 - 17:00	SIS Training Room currently booked, but have requested facilities at Whitechapel
Marks Entry for School / Institute Coordinators (BUPT)	School and Institute	12/10/2010	13:30 - 17:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	13/10/2010	13:30 - 17:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	14/10/2010	13:30 - 17:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	15/10/2010	09:30 - 13:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	18/10/2010	09:30 - 13:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	19/10/2010	09:30 - 13:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	20/10/2010	13:30 - 17:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	21/10/2010	13:30 - 17:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	22/10/2010	13:30 - 17:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	25/10/2010	13:30 - 17:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	26/10/2010	13:30 - 17:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	27/10/2010	09:30 - 13:00	SIS Training Room
Marks Entry for School / Institute Coordinators	School and Institute	28/10/2010	13:30 - 17:00	SIS Training Room
Marks Entry for School / Institute Coordinators (LLB)	School and Institute	29/10/2010	13:30 - 17:00	SIS Training Room

SIS Training Booking Responses (Academic Departments, Institutes and Schools)

Training dates were sent out on Thursday 10 June 2010, and responses are correct as of Friday 18th June 2010.

Department	Recipient	CC	Done?
SBCS	B Tennis, School Manager	P Heathcote, Head of School	
Business & Management	E Goldsmith, Head of Administration	G Hanlon, Head of School	
CCLS	S Ng, Centre Manager S Sullivan, LLM Prog Coordinator	S Maniatis, Director	Yes
Economics	S Thandi, Director of Dept Admin	G Kapetanios, Head of School	Yes
EECS	M Smith, Interim School Manager M Jenkinson, Programme Coordinator	E Robinson, Head of School	
SEMS	J Hawkins, School Manager	J Stark, Head of School	
English & Drama	J Gault, School Administrative Director	M Barrett, Head of School	
Geography	M Timoncini, Dept Administrator	A Smith, Head of Department	
History	S Cowls, Director of Administration	V Davis, Head of Department	
L&LU	A Evison, Head L&LU/Director ELSS	N/A	
SLLF	J Evans, Administrator	R Görner, Head of School	
Law	N Evans, Department Manager	P Alldridge, Head of School	
Mathematical Sciences	V Easson, Executive Officer (T&R)	D Arrowsmith, Head of School	
Physics	K Boydon, Dept Administrator	B Spence, Head of Department	
Politics	M Nangia, Dept Administrator	R Kiely, Head of School	
IHSE	L Price, Institute Manager	S Dilly, Institute Director J Hinson, Grad School Director	Partly
Cancer	K Yeung, Assistant Institute Manager	N Lemoine, Institute Director D Purves, Institute Manager J Hinson, Grad School Director	
ICMS	S Averill, Research Assistant (Neuroscience)	M Curtis, Institute Director K Newbury, Act. Inst. Manager J Hinson, Grad School Director	Partly
Wolfson	C Mason, Institute Manager	N Wald, Institute Director J Hinson, Grad School Director	Yes
WHRI	N Ravic, MSc Coordinator	M Caulfield, Institute Director D Elliott, Institute Manager J Hinson, Grad School Director	
Dentistry	R Croucher, Prof Community Oral Health	F Fortune, Institute Director C Smith, Institute Manager J Hinson, Grad School Director	