



## SIS PROJECT

### Student Information System

### Highlight Report (20<sup>th</sup> January 2010)










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## 1. Introduction and Key

This highlight report addresses the work carried out in the SIS Project over the period 26/11/09 – 15/01/10

Two Phases of the project are currently being implemented:

- Phase 1B & 1C – Admissions
- Phase 2 – Academic Model, Enrolment, Module Registration, Assessments, Exam Scheduling, Results, Progression, Awards.

### KEY – RAG Status

 **R - Urgently requires SISPB Attention/Action**

 **A - SISPB Attention/Action**



 **G – Information, no action required**

**Alerts** are early warning signals that given appropriate attention will avoid the need to raise project issues or risks. Alerts are used to encourage greater immediacy of action than for issues or risks.


For Red and Amber traffic lights – see relevant section.

## 2. **G: Project Board Alerts and Actions**

### 2.1. Alerts


SIS Area	Section	Summary	Status
2.1.1.			 <b>G</b>
2.1.2.			 <b>G</b>

### 2.2. Actions


SIS Area	Section	Summary	Status
Nothing to report			 <b>G</b>

### 3. **G: QM/Tribal Alerts and Actions**


#### 3.1. Alerts

SIS Area	Section	Summary	Status
3.1.1.			 <b>G</b>


#### 3.2. Actions

SIS Area	Section	Summary	Status
3.2.1.			 <b>G</b>

#### 3.3. Products in Development

SIS Area	Section	Summary	Cost £	Status
3.3.1.				 <b>G</b>

#### 3.4. Additional Purchases

SIS Area	Section	Summary	Cost £	Status
3.4.1.				 <b>G</b>

## 4. Implementation Executive Summary

### 4.1. Departmental Systems - Oakleigh Consultancy

A Briefing Note has been written and sent out to all stakeholders on the agreed list of departments. Interviewing starts 19<sup>th</sup> January.

See **Section 13** for latest update.

### 4.2. Marks Entry Process

A series of meetings have been held to discuss how SITS and the VLE will interact. From these meetings it emerged that there were issues around mark entry not just related to WebCT but any system that an academic department uses for mark entry.

For an interface between SITS and a departmental system for mark entry, (be it WebCT or another system) to be put into place, the academic structure in the departmental system would have to match SITS. This coupling could result in restrictions in using a departmental system due to the link with SITS. This might then impact the Student Experience.

Various options were discussed and two were agreed.

#### **Manual Entry of Marks.**

This involves the manual entry of marks into SITS. For example some departments have marks generated automatically by the system so for them the manual entry will be an additional step while other departments, who currently enter marks manually, will have to replicate the entry in SITS.

#### **Spreadsheet Option.**

This option will be to provide spreadsheets to departments for population and importation into SITS. The responsibility will lie with departments for getting the data into the correct format for upload.

The SISPT neither have the skills, time or resource to help with this option and IT do not support departmental IT. The SISPT will provide the format that the data needs to be in and then it is the responsibility of departments to populate.

The question remains as to which method to use. Both have advantages and disadvantages but one possible way forward would be to have a mixed economy. Where there are fewer numbers of students on modules a manual entry might be appropriate. For larger numbers of students an upload might seem suitable. One possible way for this to be taken forward would be to let departments choose which method they wish to use.

### 4.3. Candidate Number

The SISPT is proceeding on the basis, after consultation with ARCS staff, that the Candidate Number is no longer a requirement within SITS and as a result we shall not be catering for it within SITS. (See email from K Dunster regarding the rationale behind this – **Section 12**).

The SMD will be using a reference number, stored in SITS, that will not be used for any SITS processing but does provide a reference point for SMD administrative staff and will appear on Board reports. Currently, this reference number is stored on spreadsheets.

### 4.4. Academic Model and NCBs

A meeting was held with Morag Shiach concerning the inclusion of NCBs within the Academic Model. The result of this discussion is as follows:

- The College receives substantial grants and some form of financial management and audit trail will be required as well as improving the student experience.
- The VP Learning and Teaching has agreed that this is not expected for August 2010 but provision for this should be made within the Academic Model now, for the future.

The SISPT ask the SISPB to agree these guidelines.

#### **4.5. Module Registration**

The current proposal for module registration process for 2010 is as follows:

##### **New Students**

The current Pre-Enrolment process, whereby a prospective student confirms their personal details on line, will be the same in SITS as it is in SRS; i.e. SITS will replicate the current process.

In SITS, the Module Registration process comprises the Module Selection process (students select which modules they wish to take) and the Programme Academic Approval (PAA) process, whereby an academic approver approves the student's choices.

- I. The first new proposal from ARCS creates a dependency for new students between the Pre-Enrolment process and the Module Selection process. What this will mean for a student is that they will need to Pre-Enrol before completing the Module Selection process. Currently, this dependency does not exist.

The SISPT can see no technical obstacle to set this up in SITS.

The SISPB are asked to note these changes.

##### **Continuing Students**

Data migration from SRS to SITS will take place only after the Rollover has occurred in SRS, mid August 2010. Module Selection and Confirmation will then be done on-line using SITS, without conditions to the enrolment status.

#### **4.6. Finance and Fees**

The SISPB are asked to note the following.

The SISPB has previously decided that all financial management relating to a student should, where possible, be managed using Agresso. Where SITS requires financial information, an interface would be set up to pass data from one system to another. It was envisaged that this would be predominantly summary type data. This position was agreed with the Agresso Team under the chairmanship of Andrew Keeble. For this reason, QM have not used the SAM module of SITS as its use would duplicate Agresso functionality.

Also, it was envisaged that a student portal could provide a student with the requisite information from numerous systems all accessible via one login.

The implications of this are:

##### **Admissions**

At the point of application the UKBA require QM to report an applicant's tuition fee amount chargeable and receipts recorded to date. It is not currently possible for the UKBA requirements to be met in their entirety using solely SITS data. This would be the ideal scenario; given all data requirements for the UKBA are met by SITS, barring tuition fee receipts.

If an applicant makes either a deposit or complete payment of their tuition fees, this receipt is only recorded in Agresso. Owing to the complex nature of accounting, the only component of SITS which could effectively hold this data is SAM. The current workaround envisaged is a feed from Agresso to SITS of a single figure totalling tuition fee receipts held in Agresso.

This has not yet been explored in terms of practicality etc.

### **Enrolment**

New and Continuing students are required to enrol (via SITS) at the start of each academic year. Ideally this enrolment process would include the student being able to view, during the enrolment process, what their tuition fee liabilities were for the coming year, less any payments already made. It would seem sensible that these values were automatically recorded in SITS (the only information that can be displayed to a student is their tuition fee amount, and not any receipts recorded).

The current workaround envisaged is a feed from Agresso to SITS of a single figure totalling tuition fee receipts held in Agresso.

This has not yet been explored in terms of practicality etc.

### **Progression, Publication of Examination Results and Graduation (Awards)**

QM policy on student debt is as follows: "The Academic Board has drawn a distinction between debts that relate to the 'core' teaching and learning experience, and which applied to all students (tuition fees/outstanding library books), and those that related to only a section of the student body (accommodation debt)." From "College Policy on Student Debt".

There are key processes which being a 'debtor' would potentially exclude a student from.

Currently according to QM policy a debt in tuition fees or outstanding "library books" will prevent a student from: progressing to the next academic year; graduating and receiving examination results.

It is therefore a requirement that SITS holds a record of students with a tuition fee debt and/or outstanding library books in order for administrative processes, carried out in SITS, to preclude these students from progression, graduation and also to inform departments to withhold examination results.

The SISPT are currently trying to work out:

How a student who has outstanding library books gets taken into account in terms of progression, results and graduation?

What, if the books are returned, is the process which will update SITS and allow the student to progress, obtain their results and graduate. Currently, the process is reliant on the Library informing Finance on an ad-hoc basis, which is time consuming and unreliable, and ultimately damaging to the student experience.

How a student who is in debt for tuition fees gets recorded in SITS? Also if that debt is paid, how is that information taken over to SITS, so that they can be



included in progression, getting their results and be included in the graduation process. Should be real time.

#### **4.7. Migration Set**

The SISPB are asked to note the following:

The current migration data set, which covers all requirements in terms of normal student processing and reporting requirements eg HESA, RAS etc is as follows:

- All students who enrolled on or after 2004/05
- All students who enrolled before 2004/05 who have not yet graduated
- All students who terminated between 01-AUG-2008 and 31-JUL-2010
- Plus (for a certain collection of students where the Initial Enrolment Date is null): All students whose Current Programme Code starts '9' and have a Constituent Course Record where the year is greater than or equal to 2004/05.


#### **4.8. PGT SMD**

A meeting has been organized for the 25.1.10 to discuss the slow progress in getting information around the module and diet information for SMD PGT. Until this information is forthcoming, the SEB and DEB reports and other related work cannot progress.


## 5. Implementation Progress - Detail


### 5.1. **G Academic Model (AM)** **Lead: A Robinson**

See the table at **Section 7, Modules and Diets Progress for a complete update with regard to this work.**

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Academic Model	23.12.09	<p>See the table at <b>Section 8, Modules and Diets Progress for a complete update.</b></p> <p>VP learning and Teaching sent out a reminder email to depts. About returns to the SISPT. This was a success with only the following department's returns outstanding.</p> <p>SLLF – Gill Evans: M Shiach has chased this on behalf of the SISPT.</p> <p>A meeting with W Appleby and the QA Team to discuss the very slow progress with SMD PGT modules and diets, has been arranged for the 25<sup>th</sup> January.</p>	Andy Robinson	 <b>G</b>


### 5.2. **G Admissions** **Lead: L Campbell**


5.2.1.  <b>G Admissions - PBIS</b>				
Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
<p>The College provision for PBIS can be broken down into 4 areas:</p> <ol style="list-style-type: none"> <li>1. <b>Feb 2010, new applicants will be dealt with by SITS.</b></li> <li>2. Feb – Aug 2010, continuing students will be dealt with by SRS CAS letter - spec received from R Wilson.</li> <li>3. Nov – Aug 2010, continuing students solution will need to be set up in SITS</li> <li>4. Aug 2010 onwards – both applicants and continuing will be dealt with by SITS</li> </ol>				
Process Analysis	23.12.09	<p>Pre-sessional courses were not included in the Academic Model as it would have increased the model threefold (4,8,12 week records requiring MAPs and MAVs for each programme). Also, initially the Academic model was based on SRS and SRS does not have pre-sessionals.</p> <p>English is the only course with a pre-sessional element - other HEIs have encountered this issue. Tribal have resolved this at other HEIs and a meeting has been arranged to discuss this with QM for w/c 18 Jan.</p> <p>The essence of the issue is to ensure that the CAP record (Applicant record) has the pre-sessional date and not the module start date. This date needs to be available at the point of the Offer Letter going out.</p>	LC	G


5.2.1.  G		Admissions - PBIS		
Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Build	23.12.09 (5.2.10)		LC	G
Test	08.01.10 (12.2.10)		LC	
UAT	15.01.10 (12.2.10)		MG	
Approval	21.02.10		MG	
<b>Go Live</b>	<b>22.2.10</b>			


### 5.3. G Student Records Lead: H. Tkalez / Sabia Tobias


Since the departure of N Cooper, H Tkalez is undergoing a review of this area.


5.3.1.  G		Student Programme Maintenance		
Provide academic registry with processes, letters and reports to maintain correct data for a student's registration on a programme				
Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	23.10.09		NC	G
Build: SRLs, e:Vision, Tasks	22.02.10	Task built but needs refinement	HT	G
Automation	22.02.10	Initial setup completed, needs business review	HT	G
Reporting, Letters	29.03.10			
Unit Testing	26.04.10			
UAT	26.04.10			
Approval/Sign off & documentation	26.04.10			
Training	26.07.10			
<b>Go Live</b>	<b>1.8.09</b>			


5.3.2.  G		Student Personal Maintenance		
Provides the functionality for students and staff to update selected data on a student record eg addresses.				
Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)		RAG
Process analysis	26.04.10	On track	HT	G
Build: SRLs, e:Vision, Tasks	28.06.10	On track		
Reporting, Letters	28.06.10	On track		
Unit test	28.06.10	On track		


<b>5.3.2.</b>  <b>G</b>	<b>Student Personal Maintenance</b> Provides the functionality for students and staff to update selected data on a student record eg addresses.			
<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments (Indicate if Completed)</b>		<b>RAG</b>
UAT	28.06.10	On track		
Approval/Sign off & documentation	15.07.10	On track		
Training	26.07.10	On track		
<b>Go Live</b>	<b>1.8.09</b>			


<b>5.3.3.</b>  <b>G</b>	<b>Enrolment</b> This include Pre-Enrolment and Full Enrolment and is closely linked to Module Registration.			
<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b>	<b>Who</b>	<b>RAG</b>
Process analysis	15 Jan 10	“As Is” process complete – out for approval.	HT	G
	28 Feb 10	“To Be” process being mapped out in conjunction with ARCS – the process owners. User Group has been set up with a TOR. Stakeholders to be invited to attend are: Marie Campbell Davies, Marlon Gomes, Rhiannon Thompson, Paul Smith/Lisa Davies, Peter Cragg, Carmen van den Bogaard, Sam Coker, Chris Hopkins/Rachel Wilson, Sabia Tobias  Stakeholders have been divided into Tier 1 and Tier2 groups for Comms purposes (James Roberts to lead).	HT	G
Build: SRLs, e:Vision, Tasks	31.3.10		HT	G
Reporting, Letters	31.3.10			
Unit test	30.4.10			
UAT	30.5.10			
Approval/Sign off & documentation	30.6.10			
Training	26.07.10	Need to confirm timeframe with business		
<b>Go Live</b>	<b>27.8.10</b>			

<b>5.3.4.</b>  <b>G</b>	<b>Module Registration</b> Allows the student to select modules on line and then have them approved by an academic approver. Closely coupled with Enrolment.			
<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b>	<b>Who</b>	<b>RAG</b>
Process analysis	26.2.10	See note in section 4.5 “To Be” process in progress.	ST	G
Build: SRLs, e:Vision, Tasks	31.3.10		ST	G
Reporting, Letters	31.3.10		ST	


5.3.4.  G <b>Module Registration</b>				
Allows the student to select modules on line and then have them approved by an academic approver. Closely coupled with Enrolment.				
Task	Delivery Date	Status/Issues/Comments	Who	RAG
Unit test	7.5.10			
UAT	11.6.10		ST	
Approval/Sign off & documentation	30.6.10		WA/MCD	
Training for Live	26.07.10		ST	
<b>Go Live</b>	<b>27.8.10</b>			


5.3.5.  G <b>Cohort Tracking</b>				
Task	Delivery Date	Status/Issues/Comments	Who	RAG
		Required Aug 2011 - Phase 3		G

5.3.6.  G <b>Student Records Roll Over</b>				
Task	Delivery Date	Status/Issues/Comments	Who	RAG
		Required Aug 2011 - Phase 3		G

5.3.7.  G <b>Student Progression</b>				
Task	Delivery Date	Status/Issues/Comments	Who	RAG
		Required Aug 2011 - Phase 3		G


#### 5.4. G **Student Finance and Fees** **Lead: J O'Meara**

5.4.1.  G <b>Tuition Fee Matrix and Generation</b>				
Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Analysis	19.10.09	Complete	MF	G
Set up SITS matrix - fee profiles	12.11.09	All non SMD fees approved by the CPG. Approval of SMD 2010 fees: 12.11.09 postponed approval of SMD fees to December 10.12.09 meeting cancelled 14.01.10 fees approved	MF	G
Attach profiles to routes and modules	30.01.10	On track	MF	G
Unit Test – fees matrix	12.02.10		MG	

5.4.1.  G		Tuition Fee Matrix and Generation		
Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
accuracy – Approval				
Transfer to Live	26.02.10	Latest PBI date 27 Feb 2010.	MG	
<b>Go Live</b>	<b>26.02.10</b>	Go live with approved fees held in SITS available for Admissions purposes ie fees quoted on letters to applicants.  The next sage will be setting up SITS to generate fees per student.		
Analysis Fee generation process	31.03.10	Agreement of process for fee generation	MF.PS. LD	
Build for client server	31.05.10	Fee and transaction generation, credits and debits	MF.DC	
Training and UAT	30.06.10	These are dependant on timings agreed when defining the process. Consensus is that invoicing should be done as close to enrolment as possible.	MF	
Sign Off	31.07.10		Lisa D	
Go Live	01.08.10			


### SLC Interface

(Daily SLC files import/export of data – SAR/SAC). QM get sent list of students and need to confirm that they are. This might involve some process changes from the way that this currently done. Other files as part of the SLC work will need to be included.


5.4.2.  G		SLC Interface		
Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Analysis	12.03.10	In progress.	MF/Tribal DC	G
SITS Client Build including demo to Registry staff	31.04.10		MF/Tribal DC	
Test Interface - use Tribal standard interface	31.04.10		MF/Tribal DC	
UAT/Training	31.05.10		MCD.TC	
Sign Off	30.06.10		MCD	
Go Live	01.08.10			

### Agresso Interface: SITS to Agresso

(Tuition Fees data, ALF data, Bursary data)


5.4.3.  G		SITS to Agresso Interface (via Platform Services)		
Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG


Analysis/SITS Build	31.04.10	Tribal, D Chamberlain, has sent routine to IT for consideration. IT to speak to Finance team and get back to SISPT.	Tribal DC	G
Test Interface - use Tribal standard interface	31/05/10	Platform Services to implement interface	PS	
UAT	30.06.10		Paul S Lisa D Jim K	
Sign Off	30.06.10		Lisa D Ken B	
Go Live	01.08.10			

<b>5.4.4.</b>  <b>G</b>	<b>SITS Bank Details to Agresso Interface</b> (Bursaries money out, Fees money in)			
<b>Task</b>	<b>Delivery Date</b>	<b>Status. Issues. Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
Process Analysis	19.02.10	In progress	DC/MF	
Student Task (Update Bank Details)	30.04.10		DC/MF	
Delivery of Interface - Bursaries	31.05.10		DC/MF	
Delivery of Interface – Fees	31.05.10		DC/MF	
UAT	30.06.10		tbd	
Go Live	01.08.10	May be dependant on PGR requirements		

#### **Agresso Interface: Agresso to SITS**

See section 4.6 above for implications of not using SAM. Analysis being undertaken.

<b>5.4.5.</b>  <b>G</b>	<b>Agresso to SITS Interface</b>			
<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
		See section 4.6.		

<b>5.4.6.</b>  <b>G</b>	<b>Scholarships and Bursaries</b>			
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#### **SLC – Staff Task for Bursaries**

Bursary data is stored and uploaded into SITS then an e:Vision task creates a Fund Record within SITS.

<b>Task</b>	<b>Delivery Date</b>	<b>Status. Issues. Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
Process analysis	27.11.09	Completed	MF, Tribal DC	G
E:Vision task build	29.1.10	Completed	MF, Tribal DC, RT	G

<b>Task</b>	<b>Delivery Date</b>	<b>Status. Issues. Comments (Indicate if Completed)</b>	<b>Who</b>	<b>RAG</b>
Report build	05.02.10		MF, Tribal DC, RT	
Staff demo and refinement	19.02.10	With L Green	MF, Tribal DC, RT	G
Staff training	12.03.10		MF, Tribal DC, RT	
UAT	26.03.10		L Green, Pe Smith	
Approval sign off	26.03.10		L Green	
<b>Go Live</b>	<b>1.8.10</b>			

### **Access to Learning Fund (ALF) – Staff Task**

Staff administration of a student's application for ALF

<b>Task</b>	<b>Delivery Date</b>	<b>Status. Issues. Comments (Indicate if Completed)</b>	<b>Who</b>	<b>RAG</b>
SITS client.server set up	27.11.09	Completed	Tribal DC	
E:vision task build	30.04.10		Tribal DC	
Report build	31.05.10		Tribal DC	
Staff demo and refinement	31.05.10	L Green	Tribal DC	
Staff training	30.06.10		Tribal DC	
UAT	30.06.10		Tribal DC	
Approval sign off	30.06.10			
<b>Go Live</b>	<b>1.8.10</b>			

### **Access to Learning Fund (ALF) – Student Task**

Student applying for extra funding via ALF.

<b>Task</b>	<b>Delivery Date</b>	<b>Status. Issues. Comments (Indicate if Completed)</b>	<b>Who</b>	<b>RAG</b>
SITS client.server set up	27.11.09	Completed	Tribal DC	
E:vision task build	30.04.10		Tribal HO	
Report build	31.05.10		Tribal HO	
Staff demo and refinement	31.05.10	L Green	Tribal HO	
Staff training	30.06.10		Tribal HO	
UAT	30.06.10		Tribal HO	
Approval sign off	30.06.10			
<b>Go Live</b>	<b>1.08.10</b>			

### **Minor Bursaries – UG**

There are numerous examples of these that the College uses, eg. Tower Hamlets Bursary Fund, SMD's Deans Benevolent Fund. It has been agreed that a number of these – those with higher numbers of applicants – will be set up in SITS.

#### **Staff Task**

Staff administration of a student's application.



Task	Delivery Date	Status. Issues. Comments (Indicate if Completed)	Who	RAG
SITS client/server set up	30.4.10	Completed	Tribal HO	
E:vision task build	20.5.10		MF/Tribal HO	
Report build	20.5.10		MF/Tribal HO	
Staff demo and refinement	31.5.10	L Green	MF/Tribal HO	
Staff training	30.6.10		MF/Tribal HO	
UAT	30.6.10		MF/Tribal HO Lesley Green	
Approval sign off	26.03.10		Lesley Green	
<b>Go Live</b>	<b>1.08.10</b>			

### Student Task

Provides functionality to enable a student to apply for extra funding via a bursary.

Task	Delivery Date	Status. Issues. Comments (Indicate if Completed)	Who	RAG
SITS client/server set up	30.4.10	Completed		
E:vision task build	31.05.10	A number of tasks will be built	MF/Tribal HO/RT	
Report build	31.05.10		MF/Tribal HO/RT	
Staff demo and refinement	11.06.10		MF/Tribal HO/RT	
Staff training	30.06.10		MF/Tribal HO/RT	
UAT	30.06.10		MF/Tribal HO Lesley Green	
Approval sign off	21.7.10		Lesley Green	
<b>Go Live</b>	<b>1.8.10</b>			

### Bursaries – PGR

The current process will be replicated in SITS. Currently, a spreadsheet is used for their management This will be replaced by a SITS record. Any data transfer will be part of the Agresso interface.

Task	Delivery Date	Status. Issues. Comments (Indicate if Completed)	Who	RAG
SITS client/server set up	30.4.10		MF/Tribal DC	
Report build	31.04.10		MF/Tribal DC	
Staff demo and refinement	31.05.10		MF/Tribal DC	
Staff training	31.05.10		MF/Tribal DC	
UAT	31.05.10		MF/Tribal DC	
Approval sign off	30.06.10		MF/Tribal DC	
<b>Go Live</b>	<b>1.8.10</b>			

**5.5.  A Assessment , Awards, Progression Lead: H McGeachy**
**5.5.1.  G Mark Schemes**
**Standard**

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Rule analysis	19.10.09	Completed	HMcG	G
Build Mark Schemes	29.01.10	On track	HMcG	G
Approval/Sign Off	26.02.10		ARCS	
Unit Test	26.03.10		HMcG	
UAT	30.04.10		ARCS	
Approval/Sign Off	30.07.10		ARCS	
<b>Go Live</b>	<b>01.08.10</b>			

**BUPT**

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	25.12.09	Complexity increase . Meeting arranged with L Cuthbert 25.1.10	Tribal GT	G
Approval/Sign off	25.12.09		ARCS	
Build: SRLs, e:Vision, Tasks	22.1.10		Tribal GT	
Unit test	19.2.10		HMcG	
Approval/Sign off	12.3.10		ARCS	
<b>Go Live</b>	<b>01.08.10</b>			

**5.5.2.  G Mark Entry**

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	29.10.09	Completed	HMcG	G
Build	02.04.10	On track	HMcG	G
Unit test	02.04.10		HMcG	
UAT	30.04.10		ARCS	
Set up User Access in SITS	28.05.10		HMcG	
Training – ARCS Staff	02.07.10		SISPT	
Training – Academic Depts	30.07.10		SISPT	
Approval/Sign off	30.07.10		ARCS	

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Go Live	01.08.10			

### 5.5.3. G Award Rules

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Rule Analysis	19.10.09	Completed	HMCG	G
Build	26.02.10	On Track	HMCG	G
Approval/Sign off	26.02.10		ARCS	
Unit test	30.04.10		HMCG	
UAT	25.02.11		ARCS	
Training	29.04.11		SISPT	
Go Live	03.06.11			

### 5.5.4. G Progression Rules

#### Award Progression

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Rule Analysis	19.10.09	Completed	HMCG	G
Build	26.02.10	On track	HMCG	G
Approval/Sign off	26.02.10		ARCS	
Unit test	30.04.10		HMCG	
UAT	25.02.11		ARCS	
Training	29.04.11		SISPT	
Go Live	03.06.11			

#### Non Award Progression

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Rules analysis	19.10.09	Completed	HMCG	G
Build	30.04.10	On track	HMCG	G
Approval	30.10.04		ARCS	
Unit test	02.07.10		HMCG	
UAT	25.02.11		ARCS	
Training	29.04.11		SISPT	
Go Live	03.06.11			

<b>5.5.5.  A</b>	<b>SEB - Board Reports</b>
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**Std UG**

(Business Contact – K Dunster)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	<b>22.12.09</b> (27.11.09)	Completed	Tribal GT/CF	G
Agree and Approve Spec.	29.1.10	ARCS to sign off Academic community to be updated. ARCS to organise.	ARCS	
Approval/Sign Off	3.2.10		ARCS	
Reporting tool decision	4.1.10	IT has taken on the responsibility for producing Board reports – J Holman. SM to arrange a meeting with IT to discuss timings and how they will be delivered. Proof of concept approach will be employed. Future dates will need top be revised in the light of this meeting.	SISPM	
Build Report	31.3.10		IT	
Unit Test report	30.4.10		Tribal GT/CF	
Staff Access & Training	29.10.10	Include in training for Awards and Progression	SISPT	
UAT	26.11.10		ARCS	
Approval/Sign Off	26.11.10		ARCS	
<b>Go Live</b>	<b>03.06.11</b>			

**Electronic Engineering UG**

(Business Contact – K Dunster)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	<b>22.12.09</b> (27.11.09)	Delayed until 22.12.09	Tribal GT/CF	G
Agree and Approve Spec.	29.1.10	ARCS to sign off Academic community to be updated	ARCS	
Approval/Sign Off	3.2.10		ARCS	
Build Report	31.3.10		IT	
Unit Test report	30.4.10		Tribal CF/VH	
Staff Access & Training	29.10.10	Include in training for Awards and Progression	SISPT	
UAT	26.11.10		ARCS	
Approval/Sign Off	26.11.10		ARCS	
<b>Go Live</b>	<b>03.06.11</b>			

**PG**

(Business Contact – K Dunster)

<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
Process analysis	<b>22.12.09</b> (27.11.09)	Delayed until 22.12.09	Tribal GT/CF	G
Agree and approve spec	29.1.10	ARCS to sign off Academic community to be updated	ARCS	
Approval/Sign Off	3.2.10		ARCS	
Build Report	31.3.10		tbd	
Unit Test report	30.4.10		Tribal GT/VH	
Staff Access & Training	29.10.10	Include in training for Awards and Progression	SISPT	
UAT	26.11.10		ARCS	
Approval/Sign Off	26.11.10		ARCS	
<b>Go Live</b>	<b>03.06.11</b>			

**Variants (LLB, BUPT, BDS, MBBS)**

(Business Contact – K Dunster)

<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
Process analysis	29.1.10	<b>BDS,</b> In progress. (Similar to MBBS)  <b>MBBS</b> Sign off expected by MAC 19.1.10  Unsure about status of MclinDent due to lack of progress with SMD PG in Academic Model.  <b>LLB, BUPT</b> In progress. BUPT will be discussed with L Cuthbert on 25.1.10	Tribal GT/CF	A
Academic review	26.2.10		ARCS	
Approval/Sign Off	3.3.10		ARCS	
Build Report	31.3.10		tbd	
Unit Test report	30.4.10		Tribal GT/VH	
Staff Access & Training	29.10.10	Include in training for Awards and Progression	SISPT	
UAT	26.11.10		ARCS	
Approval/Sign Off	26.11.10		ARCS	
<b>Go Live</b>	<b>03.06.11</b>			

<b>5.5.6.</b>  <b>G</b>	<b>DEB - Board Reports</b>
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**UG and PG**

(Business Contact – K Dunster)

<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
Process analysis	27.11.09	Spec completed	Tribal CP	G
Approve Spec	29.1.10	ARCS to approve	ARCS	G
Approval/Sign Off	29.1.10		ARCS	
Build Report	26.3.10		tbd	
Unit Test report	23.4.10		Tribal GT	
Staff Access & Training	29.10.10	Include in training for Awards and Progression	SISPT	
UAT	26.11.10		ARCS	
Approval/Sign Off	26.11.10		ARCS - MCD	
<b>Go Live</b>	<b>03.06.11</b>			

<b>5.5.7.</b>  <b>A</b>	<b>Final Pass List</b>
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**Standard UG and PG**

(Business Contact – M Campbell Davies)

<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
Process analysis	18.12.09	First draft completed and second in progress - Marie Campbell-Davies.	Tribal - CP	G
Approval/Sign Off	18.12.09		ARCS - WA	
Build Report	29.1.10		tbd	
Unit Test report	26.2.10		HMcG/ Tribal - CF	
Staff Access & Training	30.4.10	Include in training for Awards and Progression	SISPT	
UAT	28.5.10		ARCS	
Approval/Sign Off	28.5.10		ARCS - WA	
<b>Go Live</b>	<b>03.06.11</b>			

**MclinDent**

Dependent on completion of Academic Model work.  
(Business Contact – B Hewitt)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	18.12.09	Awaiting Academic Model structures to be in place.	Tribal - VH	A
Approval/Sign Off	18.12.09		ARCS - WA	
Build Report	29.1.10		tbd	
Unit Test report	26.2.10		HMcG/ Tribal - VH	
Staff Access & Training	30.4.10	Include in training for Awards and Progression	SISPT	
UAT	28.5.10		ARCS	
Approval/Sign Off	28.5.10		ARCS - WA	
<b>Go Live</b>	<b>03.06.11</b>			

<b>5.5.8.</b>  <b>G</b>	<b>UOL Pass List</b>
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**Standard UG and PG**

(Business Contact – M Campbell Davies)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	18.12.09	First draft completed and second in production after meetings with Marie Campbell-Davies.	Tribal - CP	G
Approval/Sign Off	18.12.09	Academic community sign off – ARCS managing this.	ARCS - WA	
Build Report			tbd	
Unit Test report	26.2.10		HMcG/ Tribal - CF	
Staff Access & Training	30.4.10	Include in training for Awards and Progression	SISPT	
UAT	28.5.10		ARCS	
Approval/Sign Off	28.5.10		ARCS - WA	
<b>Go Live</b>	<b>03.06.11</b>			

**MBBS/BDS**

(Business Contact – B Hewitt)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	18.12.09	Spec written – under review by the SISPT.	Tribal - CP	G
Approval/Sign Off	18.12.09		ARCS -	

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
			WA	
Build Report	29.1.10		tbd	
Unit Test report	26.2.10		HMCG/ Tribal - CF	
Staff Access & Training	30.4.10	Include in training for Awards and Progression	SISPT	
UAT	28.5.10		ARCS	
Approval/Sign Off	28.5.10		ARCS - WA	
<b>Go Live</b>	<b>03.06.11</b>			

<b>5.5.9.</b>  <b>G</b>	<b>Final Transcript</b>
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### Standard UG and PG

(Business Contact – J Pallant)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	29.1.10	In progress	Tribal - CF/VH	G
Approval/Sign Off	29.1.10		ARCS - WA	
Build Report	26.2.10		tbd	
Unit Test report	26.3.10		Tribal - CF/VH	
Staff Access & Training	23.4.10	Include in training for Awards and Progression	SISPT	
UAT	21.5.10		ARCS	
Approval/Sign Off	21.5.10		ARCS - WA	
<b>Go Live</b>	<b>01.08.10</b>			

### BUPT

(Business Contact – J Pallant)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	29.1.10	In progress	Tribal - CF/VH	G
Approval/Sign Off	29.1.10		ARCS - WA	
Build Report	26.2.10		tbd	
Unit Test report	26.3.10		Tribal - CF/VH	



Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Staff Access & Training	23.4.10	Include in training for Awards and Progression	SISPT	
UAT	21.5.10		ARCS	
Approval/Sign Off	21.5.10		ARCS - WA	
<b>Go Live</b>	<b>01.08.10</b>			

**MBBS/BDS/PGT**

(Business Contact – B Hewitt)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	29.1.10	<b>MBBS/BDS</b> Not yet started.  <b>PGT</b> Awaiting Academic model work to be completed.	Tribal - CF/VH	G
Approval/Sign Off	29.1.10		ARCS - WA	
Build Report	26.2.10		tbd	
Unit Test report	26.3.10		Tribal - CF/VH	
Staff Access & Training	23.4.10	Include in training for Awards and Progression	SISPT	
UAT	21.5.10		ARCS	
Approval/Sign Off	21.5.10		ARCS - WA	
<b>Go Live</b>	<b>01.10.08</b>			

**5.5.10.  G****Progression Award Outcome Letters****UG**

(Business Contact – M Campbell Davies)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	29.1.10	Not yet started	Tribal - CP	G
Approval/Sign Off	29.1.10		ARCS - WA	
Build Report	26.2.10		tbd	
Unit Test report	26.3.10		Tribal	
Staff Access & Training	23.4.10	Include in training for Awards and Progression	SISPT	
UAT	21.5.10		ARCS	

<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
Approval/Sign Off	21.5.10		ARCS - WA	
<b>Go Live</b>	<b>03.06.11</b>			

**PG**

(Business Contact – M Campbell Davies)

<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
Process analysis	29.1.10	Not yet started	Tribal - CP	G
Approval/Sign Off	29.1.10		ARCS - WA	
Build Report	26.2.10		tbd	
Unit Test report	26.3.10		Tribal	
Staff Access & Training	23.4.10	Include in training for Awards and Progression	SISPT	
UAT	21.5.10		ARCS	
Approval/Sign Off	21.5.10		ARCS - WA	
<b>Go Live</b>	<b>03.06.11</b>			

**MBBS**

(Business Contact – B Hewitt)

<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
Process analysis	29.1.10	Not yet started	Tribal - CP	G
Approval/Sign Off	29.1.10		ARCS - WA	
Build Report	26.2.10		tbd	
Unit Test report	26.3.10		Tribal	
Staff Access & Training	23.4.10	Include in training for Awards and Progression	SISPT	
UAT	21.5.10		ARCS	
Approval/Sign Off	21.5.10		ARCS - WA	
<b>Go Live</b>	<b>03.06.11</b>			

**BDS**

(Business Contact – B Hewitt)

<b>Task</b>	<b>Delivery Date</b>	<b>Status/Issues/Comments</b> (Indicate if Completed)	<b>Who</b>	<b>RAG</b>
Process analysis	29.1.10	Not yet started	Tribal -	G

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
			CP	
Approval/Sign Off	29.1.10		ARCS - WA	
Build Report	26.2.10		tbd	
Unit Test report	26.3.10		Tribal	
Staff Access & Training	23.4.10	Include in training for Awards and Progression	SISPT	
UAT	21.5.10		ARCS	
Approval/Sign Off	21.5.10		ARCS - WA	
<b>Go Live</b>	<b>03.06.11</b>			

**MclinDent**

(Business Contact – B Hewitt)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	29.1.10	Not yet started	Tribal - CP	G
Approval/Sign Off	29.1.10		ARCS - WA	
Build Report	26.2.10		tbd	
Unit Test report	26.3.10		Tribal	
Staff Access & Training	23.4.10	Include in training for Awards and Progression	SISPT	
UAT	21.5.10		ARCS	
Approval/Sign Off	21.5.10		ARCS - WA	
<b>Go Live</b>	<b>03.06.11</b>			

**5.5.11.  G****Module Results and Progression Outcomes - WEB View**

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	26.2.10	Not yet started	Tribal - VH	G
Approval/Sign Off	26.2.10		ARCS - WA	
Build	30.4.10		Tribal	
Unit Test	28.5.10		Tribal CF	
Approval/Sign Off	28.5.10		ARCS - WA	
Staff Access & Training	29.10.10	Include in training for Awards and Progression	SISPT	
UAT	26.11.10		ARCS	

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Approval/Sign Off	26.11.10		ARCS - WA	
<b>Go Live</b>	<b>03.06.11</b>			

#### 5.5.12. **G** Reassessments - Opt IN/OUT (SITS Task)

(Business Contact – M Campbell Davies)


Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Process analysis	27.11.09	Spec created by Jon Press and build is to the details obtained in the original document.	Tribal - CP	G
Build: SRLs, e:Vision, Tasks	27.11.09	90% built and operational, slight amendments to be made, needs to be documented fully.	Tribal - JV	G
Test	18.12.09		HMCG/ Tribal - CP	
Approval/Sign off	26.3.10		HMCG	
<b>Go Live</b>	<b>01.08.10</b>			


#### 5.5.13. **G** Assessment Statistics Reporting

(Business Contact – Planning)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
<b>tb</b>				

### 5.6. Examination Scheduling Lead: A Robinson

5.6.1.  <b>G</b> Exam Timetabling				
Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Determine main deliverables	4.11.09	Completed	AR/Tribal TP	G
Process analysis	18.12.10	Completed	AR /Tribal TP	G
Approval/Sign off	18.12.09	Ongoing.	ARCS	
Build: SRLs, e:Vision, Tasks	26.02.10	Room Collections completed in SIDEV Module Collections completed in SIDEV Created profile for T/T with parameters	Tribal TP	

5.6.1.  G		Exam Timetabling		
Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
		Created slots <b>Additional requirements:</b> Full view of exams for students not a week by week view. Two views for students: full exam schedule on one page then all registered modules next page. This will be delivered by the portal.		
Reporting	30.04.10	In progress. 6 reports identified.	Tribal VH	
Unit test	30.04.10		Tribal TP	
UAT	30.07.10		ARCS	
Approval/Sign off	30.07.10		ARCS	
<b>Go Live</b>	<b>02.01.11</b>		MCD	

## 5.7. G External Reporting Lead: B Kennedy

### HESES

Final run of HESES in SRS takes place 1/12/09

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
SITS investigation: data and process analysis	06.01.10	SITS and other universities state that many sites do not utilise the SITS HESES functionality. SITS state that they are improving this functionality for a May 2010 release – investigating sites that do use it and how.	BK / Tribal VH	G
Decision on whether to use SITS HESES	11.1.10		Planning	
Build HESES solution	05.03.10		BK / Tribal VH	
Unit test HESES solution	19.03.10		BK / Tribal VH	
UAT - Main trial run of HESES solution	29.10.10		Planning	
Approval/Sign Off	19.11.10		Planning	
Early HESES run	26.11.10		BK / Planning	
SITS HESES documentation and user manual	24.11.10		BK	
<b>First run of HESES in SITS</b>	01.12.10		Planning	

### HESA

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
SITS investigation: data and process analysis	08.04.10	Visit to UEL for their view and information gathering for FUNDCOMP, STULOAD, etc. Consultancy day with Tribal to check important fields – required by Planning.	BK / Planning	G
Documentation: how HESA works in SITS	06.08.10	Created and populating spreadsheet of SITS HESA fields and source data.	BK / Planning	G
Build HESA in SITS	06.08.10		BK / Planning	
Unit test HESA in SITS	03.09.10		BK	
Final run of HESA in SRS	29.10.10		Planning	
UAT - Main trial run of HESA in SITS	17.12.10		Planning	
Approval/Sign Off	08.01.11		Planning	
SITS HESA documentation and user manual	15.01.11		BK/ Planning	
<b>First run of HESA in SITS</b>	<b>15.9.11</b>		Planning	
<b>HESA run completed</b>	<b>28.10.11</b>		Planning	

## DLHE

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Specify data requirements	18.03.10	In progress	BK	G
Build extract process	19.07.10		BK	
Test extract process	19.08.10		BK/ Planning	
Approval/Sign Off	19.09.10		Planning	
<b>Run DLHE</b> (TWO unique extracts)	<b>01.04.11</b> <b>20.10.11</b>	Either run DLHE SRS in Oct 2010 (last one) <b>OR</b> may need to run DLHE in SITS Oct 2010 after r/f, migration and enrolment.  Analysis being undertaken and Planning to confirm.  Run next DLHE in SITS in April 2011.	Planning	

## NSS

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Specify data requirements	18.04.10	In progress	BK	G
Build extract process	19.06.10		BK	
Test extract process	19.08.10		BK/ Planning	

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Approval/Sign Off	19.10.10		Planning	
<b>Run NSS</b>	<b>15.11.11</b>	Either run NSS SRS in Nov 2010 (last one) <b>OR</b> may need to run NSS in SITS Nov 2010 after r/f, migration and enrolment.  Analysis being undertaken and Planning to confirm.	Planning	

### RAE (currently an export/import Interface between SRS and RAE)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Specify data requirements		<b>Discussion with IS</b> as this is an interface between SRS and RAE database – export PGR from SRS to RAE then import HESA data back. Awaiting outcome.		G
Build extract / import process				
Test extract / imp[ort process				
Approval/Sign Off				
<b>Run RAE</b>				

### RAS

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Specify data requirements	18.02.10	In progress	BK	G
Build extract process	19.04.10		BK	
Test extract process	19.06.10		BK / Planning	
Approval/Sign Off	19.08.10		Planning	
<b>Run RAS (extract)</b>	<b>30.11.10</b>		Planning	

### Tariff Calculator

Used by Planning for analysis and checking against UCAS / HEFCE / Times and Guardian reports / publications)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
SITS investigation: SITS GTQ process analysis– will it do the job?	15.01.10	Trialled the SITS calculator (GTQ) but it will need further investigation to achieve Planning 's requirements.	BK / Tribal VH	G

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Decision: SITS GTQ process <b>OR</b> Export to SRS module then Import to SITS	2.01.10		Planning	
Specify data requirements: SITS GTQ <b>OR</b> Export / Import – SITS/SRS/SITS	26.03.10		BK	
Build SITS GTQ <b>OR</b> Export / Import – SITS/SRS/SITS	30.04.10		BK <b>OR</b> IS	
Test process	28.05.10		BK / Planning	
Approval/Sign Off	11.06.10		Planning	
<b>Run Tariff Calculator</b>	<b>18.10.10</b>		Planning	

## 5.8. Data Migration Lead: J O'Meara

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Data Migration		See section 11 below for timeline. See section 4.7 for rules on migration set.		G

## 5.9. Interfaces - Central Lead: ICT

### 5.9.1. HR Resource Link

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
IT to HR interface (dependency - not SITS project work)	23.12.09	* Dependency on HR putting people in RL before first day of work. * Dependency on HR providing results of data validation for inputting to HRCS system in mid Nov (still waiting for this) * 14 <sup>th</sup> Jan – HR have provided validation results. This interface is complete and now live.	C Hopkins	G
Automation of SITS-HR link	23.12.09	* 14 <sup>th</sup> Jan - Slightly behind schedule – work completed and in UAT. Expected to go live at any moment once SISPT completes UAT.	K Hollings / C Hopkins	
<b>Go Live</b>				

### 5.9.2. VLE



### Part I Replication of current interface

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements Analysis	4.12.09	* Dependency on mapping SRS status codes to SITS status codes, provided by SISPT (estimated delivery for this – 18 <sup>th</sup> Nov)  * Jan 14 <sup>th</sup> – Completed on time	D Goddard / H McGeachy / D Gold / JO'M / S Brenton	G
Write SITS extract(s) Specification	4.12.09	* Jan 14 <sup>th</sup> – specification completed on time.	D Gold	
Approve SITS extract specification	11.12.09	* Jan 14 <sup>th</sup> - Approved by JOM (9 <sup>th</sup> Dec) on behalf of SITS & Sam Brenton on behalf of VLE.	D Goddard / JO'M	
Build SITS extract	18.12.09	* Jan 14 <sup>th</sup> - Extract built, though a few issues still outstanding before it is released for UAT	D Gold	
Full Interface Specification	19.2.10		D Goddard / D Gold	
Approve full interface specification	25.2.10		S Brenton / JO'M	
Build Full Interface	19.3.10		D Goddard / D Gold	
Test Interface	2.4.10		D Goddard S Brenton	
<b>Sign Off</b>	9.4.10		S Brenton	

### Part 2 SITS to "new" VLE (to be reviewed July 2010)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Write Specification				
Approve specification				
Build Interface				
Test Interface				
Sign Off				

#### 5.9.3. Kinetics Part 2

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements Analysis	26.2.10	* Dependency on SISPT providing way of identifying 'Primary Course' * Jan 14 <sup>th</sup> – consultation with Residences has already begun for this and issues for	C Hopkin S / Residences Team	G

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
		consideration identified. Most of requirements already well understood.		
Write Specification	26.2.10		C Hopkins	
Approve specification	5.3.10		K Burt B Ashcroft JO'M	
Build Interface	9.4.10		C Hopkins	
Test Interface	30.4.10		C Hopkins B Ashcroft	
<b>Sign Off</b>	7.5.10		K Burt B Ashcroft	

#### 5.9.4. RMS

##### Part 1 SITS to RMS

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements Analysis	29.1.10	* Understanding required on whether SITS will calculate FTE for students on an ongoing basis in a way that satisfies REF requirements, or whether it holds enough data for another system to calculate it * Decision required on whether student supervisor relationship will be held & captured in SITS in time * Jan 14 <sup>th</sup> – D Gold reports this unlikely to be completed by end of Jan – a lot still to investigate plus he is on holiday last week of Jan. Suggest putting deadline back on this to later on in Feb.	D Gold / R Thompson / R Wilson	G
Write Specification	18.2.10		D Gold	
Approve specification	25.2.10		R Thompson R Wilson JO'M	
Build Interface	11.3.10		D Gold	
Test Interface	2.4.10		R Thompson	
<b>Sign Off</b>	9.4.10		R Thompson	

##### Part 2 RMS to SITS

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements Analysis	29.1.10	Again depends on where student – supervisor relationship is held (If SITS interface will send over what UOA staff belongs to, if in RMS)	R Thompson / IT Dev / JO'M.	G

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
		interface will be sending information directly about student & what UOA they belong to  * Jan 14 <sup>th</sup> – D Gold reports this unlikely to be completed by end of Jan – a lot still to investigate plus he is on holiday last week of Jan. Suggest putting deadline back on this to later on in Feb.		
Write Specification	2011		IT Dev	
Approve specification	2011		R Thompson JO'M	
Build Interface	2011		IT Dev	
Test Interface	2011		R Thompson	
<b>Sign Off</b>	2011		R Thompson	

### 5.9.5. Student Card Mgt. System/Access Mgt. System Interface

#### Analysis

Dependency Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements/Investigation analysis	25.12.09	In progress	R Wilson S Rashid	G
Decision way ahead.	29.1.10	* John Holman will report to project board. Established architecture and plan ahead. A few outstanding questions remain.	J Holman MCD	

#### Interfaces (exact nature of which depends on outcome of above)

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements analysis	26.2.10	Nothing to report	D Pond C Hopkins MCD	G
Write specification	5.3.10		D Pond C Hopkins	
Approve specification	12.3.10		MCD / JO'M	
Build Interface	30.4.10		D Pond C Hopkins	
Test Interface	14.5.10		D Pond C Hopkins MCD / JO'M	
<b>Sign Off</b>	21.5.10		MCD JO'M	

### 5.9.6. Student Union

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements Analysis	26.3.10	* Dependency on SISPT providing way of identifying 'Primary Course'. This is expected in January	E James / D Gold	G
Write specification	26.3.10		D Gold	
Approve specification	26.3.10		E James / JO'M	
Build Interface	9.4.10		D Gold	
Test Interface	16.4.10		E James	
<b>Sign Off</b>	23.4.10		E James / JO'M	

### 5.9.7. Advice and Counselling

Dependency Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements Analysis for potential new system	26.3.10	Demo set up on the 19 <sup>th</sup> January for Tribal's ESD that could be modified for A&C. A&C staff and IT have been invited. A&C to advise SISPT with regard to two options: <ul style="list-style-type: none"> <li>➤ Continue with SRS and build interface from SITS to A&amp;C</li> <li>➤ Develop SITS solution</li> </ul>	Laura SeQueira / R Wilson / S Rashid	G
Write specification				
Approve specification				
Build Application				
Test Solution				
<b>Sign Off</b>				

### 5.9.8. ITS / Library

#### Part I - SITS to IT Services

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements Analysis	29.1.10	* This is highly dependent on SISPT providing way of identifying 'Primary Course'. Solution to this is expected in January. * Dependency on ITS working out how to allocate and store usernames with loss of 'studyship' concept in SITS	M Evans, C Hopkins, D Gold	G

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
		* Jan 14 <sup>th</sup> – good progress on this has been made in terms of detailing fields IT require and producing test versions of extracts. * Jan 14 <sup>th</sup> Still waiting for primary studyship solution but expecting this for end of Jan.		
Write specification	29.1.10	* Jan 14 <sup>th</sup> – draft spec has been produced. Some outstanding issues on a couple of fields to be resolved before it can be offered for SISPT approval.	D Gold	
Approve specification	5.2.10		JO'M / M Evans	
Build Interface	26.2.10		D Gold	
Test Interface	26.3.10		M Evans	
<b>Sign Off</b>	2.4.10		JO'M / M Evans	

## Part 2 - ITS to SITS

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements Analysis	29.1.10	* Dependency on ITS working out how to allocate and store usernames with loss of 'studyship' concept in SITS * Dependency on plans for new enrolment process in SITS * Jan 14 <sup>th</sup> – establishing required fields is straightforward but how IT will provide data is not yet known. This may take a while to specify as central servers team are redeveloping their system due to changes to student data model introduced by SITS – they will need time to design that before working out how to provide data. Library and Kinetics work may have to come first to give central services time – progress has in fact already been made on these areas ahead of schedule.	C Hopkins / JO'M / M Evans	G
Write Specification	29.1.10		C Hopkins / JO'M	
Approve specification	5.2.10		JO'M / M Evans	
Build Interface	26.2.10		C Hopkins	
Test Interface	26.3.10		JO'M / C Hopkins	
<b>Sign Off</b>	2.4.10		JO'M	

### Part 3 - SITS/ITS to Library

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements Analysis	26.2.10	* Dependency on SISPT providing way of identifying 'Primary Course' to get one record per student. Solution to this expected in January. *Issue of where pin number and barcode is generated * 14 <sup>th</sup> Jan -Pin number to be generated by library – this has been agreed. Barcode will need to be generated in SITS – though how this will work still needs to be investigated. Good progress otherwise in getting library requirements.	C Hopkins / J Acland / S Graham	G
Write Specification	5.3.10		C Hopkins	
Approve specification	12.3.10		J Acland / S Graham / JO'M	
Build Interface	26.3.10		H Patel /D Pond & C Hopkins	
Test Interface	9.4.10		J Acland / S Graham /	
<b>Sign Off</b>	16.4.10		J Acland / S Graham /	

#### 5.9.9. Departmental Feeds

Task	Delivery Date	Status/Issues/Comments (Indicate if Completed)	Who	RAG
Requirements Analysis	30.4.10	Nothing to report	D Gold / H Patel & Departments	G
Write Specifications	14.5.10		D Gold / H Patel	
Approve specifications	28.5.10		Departments / JO'M	
Builds	25.6.10		D Gold / H Patel	
Test	16.7.10		Departments	
<b>Sign Off</b>	23.7.10		Departments	

#### 5.10.



#### Student Portal

Lead J O'Meara

Task	Status/Issues/Comments (Indicate if Completed)	Who	RAG
	The student portal (eVision) will provide students with access to personal and course related data held about them in SITS. It will also provide students with the ability to	JO'M	G

Task	Status/Issues/Comments (Indicate if Completed)	Who	RAG
	<p>complete processes required by the business, for example enrolment and module selection.</p> <p>We have already provided 'direct' applicants (i.e. those not applying through UCAS) the ability to accept or decline an offer of a place via the student portal (e:Vision). This has been available throughout the 2009/10 admissions cycle - i.e. since August 2008. Even though this is solely used by applicants, it should not be thought of separately from the 'student portal' as it is using the same resource.</p> <p>We have also provided several online booking tools for potential applicants to book themselves onto Open Days at the college. On-going developments for the 'student portal' include the following processes:</p> <p>Online Application for PG courses (Live October 2009),            Enrolment (Aug 2010),            Module Selection (Aug 2010),            Maintaining Personal details (Aug 2010),            Viewing financial information fees due, sponsorship information such as the SLC            Applying for and viewing the status of scholarships and funding (where applicable).</p>		

## 5.11.




## Staff Portal


Lead J O'Meara

Task	Status/Issues/Comments (Indicate if Completed)	Who	RAG
	<p>The 'staff portal' is under production. There are already tools available to the ARO team including reports and a SISPT Helpdesk. Also available to the 'International Office' and the 'Education and Liaison &amp; Access Office' is a tool for entering enquirer details directly into the database.</p> <p>Departmental staff do have access to SITS via e:Vision, i.e. Postgraduate applications (OLAF/DR) to make recommendations to ARO.</p>	JO'M	G

## 6. G: Resource Plan

The projected resource cost from July 2009 till August 2010 is **£1,483,498**

6.1.1.  G	QM Staff Resource	FTE	Cost July 09–Aug 10
	Stefan Milik	Project Manager	1
	Jim O'Meara	Business Analyst	1
	Andy Robinson	Project Analyst	1
	Helen McGeachy	Project Analyst	1
	Lynne Campbell	Project Analyst	1
	Mark Ferris	Project Analyst	1
	Simon Hayter	Project Coordinator	1
	Helena Tkalez	Project Analyst	1
	Brendan Hewitt	Project Analyst (1 fte from November)	1.0
	Brian Kennedy	Project Analyst	0.6
	James Roberts	Communications Manager	0.4
	Bindu Shah	ARCS. Relief	1
	ICT resource	Interface, Development, Platform Services	1
	Sabia Tobias	Project Analyst	0.6
			<b>671,298</b>

6.1.2.  G	Tribal Resource (Sep 2009 – Aug 2010)	Nos of days	Cost: Sep 09–Aug 10
	Gill Thompson	Assessments Progression, Awards	76
	Claire Fletcher	Assessments Progression, Awards	48
	Vickie Howells	Assessments Progression, Awards	37
	Vickie Howells	Exam Timetabling	104
	Tina Peacock	Exam Timetabling	89
	Jason Vernon	Reporting, Infrastructure, e-Vision Tools	69
	Steve Beaumont	Reporting, Infrastructure, e-Vision Tools	66
	David Chamberlain	Fund Management – Scholarships and Bursaries	115
	Rob Thompson	Fund Management – Scholarships and Bursaries	95
	Piers Anglis	Reporting, Infrastructure, e-Vision Tools	37
			<b>812,200</b>

Laura Wanless will be available from April 2010 – details with Tribal to be discussed.



**7. SIS Financial Statement 2009/2010 – (figures for Period 4 and 5 arrived too late for inclusion).**

	Project Budget					

	Estimated Budget 2008 -2012					

	Current Year 2009 - 2010														

## 8. Modules and Diets – Progress

Department	Level	Diets returned	Diets completed	Modules returned	Modules completed	Supplementary info returned	Supplementary info completed	Comments
Astronomy Unit	PGT	Yes	Yes	Yes	Yes	Yes	No	Supplementary info to be processed
Biological Sciences	PGT	Yes	Nearly	Yes	Yes	Yes	No	New programme requires diet - missing supplementary info
Biological Sciences	UG	Yes	Nearly	Yes	Yes	Yes	No	Query on Psychology programme - supplementary info to be processed
Business and Management	PGT	Yes	Nearly	Yes	Yes	Yes	Nearly	New programme requires diet - supplementary info processed but queries
Business and Management	UG	Yes	Yes	Yes	Yes	Yes	Nearly	Supplementary info to be processed but queries
CCLS	LLM	Yes	Yes	Yes	Yes	Yes	Yes	Complete
CCLS	PGDip	Yes	Yes	Yes	Yes	n/a	n/a	Complete
CCLS	IP Law	Yes	Yes	Yes	Yes	No	No	Supplementary info missing - chased 14/1/10
CCLS	DL etc	Yes	No	Yes	No	Partially	No	Since most of the provision in this group is DL I need to have a look at the returned information to work out whether I can complete module and diet information or whether I need to go back to the department - we may struggle to define diets in SITS - supplementary info to be processed
Chemistry	PGT	Yes	Yes	Yes	Yes	Yes	Nearly	Supplementary info processed but queries
Chemistry	UG	Yes	Nearly	Yes	Yes	Yes	Nearly	Awaiting new module creation for new programme - supplementary info processed but queries
Computer Science	PGT	Yes	Nearly	Yes	Nearly	No	No	EECS is debating a common format for modules for both EE and CS - no decision as yet but this is holding up the completion of the module exercise - supplementary info missing - chased 14/1/10
Computer Science	UG	Yes	Yes	Yes	Nearly	No	No	EECS is debating a common format for modules for both EE and CS - no decision as yet but this is holding up the completion of the module exercise - supplementary info missing - deadline of 29 January agreed
Drama	PGT	Yes	Yes	Yes	Nearly	Yes	No	Awaiting answers to module queries - supplementary info to be processed
Drama	UG	Yes	No	Yes	Nearly	Yes	No	Awaiting answers to module queries - some diets submitted but discussion needed in Arts on joint programmes - supplementary info to be processed
Economics	PGT	Yes	Yes	Yes	Yes	Yes	No	Supplementary info to be processed
Economics	UG	Yes	Yes	Yes	Yes	Yes	No	Supplementary info to be processed

Department	Level	Diets returned	Diets completed	Modules returned	Modules completed	Supplementary info returned	Supplementary info completed	Comments
Electronic Engineering	BUPT	Yes	Yes	No	No	No	No	Programme structure has changed drastically and I need to move details of the old modules over to the new ones - supplementary information is only partially applicable to this programme
Electronic Engineering	PGT	Yes	Yes	Yes	Yes	No	No	EECS is debating a common format for modules for both EE and CS - no decision as yet but this is holding up the completion of the module exercise - missing supplementary info - deadline of 22 January agreed
Electronic Engineering	UG	Yes	Yes	Yes	Yes	No	No	EECS is debating a common format for modules for both EE and CS - no decision as yet but this is holding up the completion of the module exercise - missing supplementary info - deadline of 22 January agreed
Engineering	PGT	Yes	Nearly	Yes	Yes	Yes	No	Outstanding queries on small number of programmes for diets - supplementary info to be processed
Engineering	UG	Yes	Nearly	Yes	Yes	Yes	No	Outstanding queries on small number of programmes for diets - supplementary info to be processed
English	PGT	Yes	Nearly	Yes	Nearly	Yes	No	Awaiting answers to module and diet queries - supplementary info to be processed
English	UG	Yes	No	Yes	Nearly	Yes	No	Awaiting answers to module queries - some diets submitted but discussion needed in Arts on joint programmes - supplementary info to be processed
ESD	PGT	Yes	Yes	Yes	No	No	No	I have met with David Andrew and we have agreed the module and diet information - missing supplementary info
Geography	PGT	Yes	Yes	Yes	Yes	Yes	Yes	Complete
Geography	UG	Yes	Yes	Yes	Yes	Yes	Yes	Complete
History	PGT	No	No	No	No	No	No	All History PGT programmes are being redesigned and I am going to be taking the diets and modules from the redesigned programmes - missing supplementary info
History	UG	Yes	Nearly	Yes	Nearly	No	No	All History UG programmes are being redesigned and I am going to be taking the diets and modules from the redesigned programmes - missing supplementary info
ICMS	PGT	No	No	No	No	No	No	All SMD PGT programmes are in the process of being modularised - once complete we should be able to get accurate module and diet information - Brendan Hewitt has been passed all of the QA programme information for SMD and will start to work his way through it - meeting on 25/01/10 to try to resolve some of the blockages

Department	Level	Diets returned	Diets completed	Modules returned	Modules completed	Supplementary info returned	Supplementary info completed	Comments
IHSE	PGT	No	No	No	No	No	No	All SMD PGT programmes are in the process of being modularised - once complete we should be able to get accurate module and diet information - Brendan Hewitt has been passed all of the QA programme information for SMD and will start to work his way through it - meeting on 25/01/10 to try to resolve some of the blockages
Institute of Cancer	PGT	No	No	No	No	No	No	All SMD PGT programmes are in the process of being modularised - once complete we should be able to get accurate module and diet information - Brendan Hewitt has been passed all of the QA programme information for SMD and will start to work his way through it - meeting on 25/01/10 to try to resolve some of the blockages
Institute of Dentistry	PGT	No	No	No	No	No	No	All SMD PGT programmes are in the process of being modularised - once complete we should be able to get accurate module and diet information - Brendan Hewitt has been passed all of the QA programme information for SMD and will start to work his way through it - meeting on 25/01/10 to try to resolve some of the blockages
Institute of Dentistry	UG	No	No	No	No	No	No	Brendan Hewitt is designing the modules and diets currently for the BDS
LALU - IFC	UG	No	No	Yes	Yes	Yes	No	Programmes were being redesigned but were thrown out at the last FB - I am awaiting revised programme structures which will go through in early 2010
LALU - ELS	UG	n/a	n/a	Yes	Yes	Yes	Nearly	Supplementary info processed but queries
LALU - LLU	UG	n/a	n/a	Yes	Yes	Yes	Nearly	Supplementary info processed but queries
Law	PGT	Yes	Yes	Nearly	Nearly	No	No	Supplementary info to be processed
Law	UG	Yes	No	Yes	No	Yes	No	All information received and is being processed, but Law are recoding all ug modules so diets will need to wait
Materials Science	PGT	Yes	Nearly	Yes	Yes	Yes	No	Missing a couple of diets for PGT programmes - supplementary info to be processed
Materials Science	UG	Yes	No	Yes	Yes	Yes	No	Too many queries on individual diets to complete - info supplied by Julia Shelton but awaiting creation of new module for all diets (module has been to FB but I'm not sure of its approval status - chased QA) - supplementary info to be processed
Mathematical Sciences	PGT	Yes	Yes	Yes	Yes	Yes	No	Supplementary info to be processed
Mathematical Sciences	UG	Yes	Yes	Yes	Yes	Yes	No	Supplementary info to be processed
Medicine	UG	No	No	Yes	Yes	No	No	Brendan Hewitt is designing the modules and diets currently for the MBBS

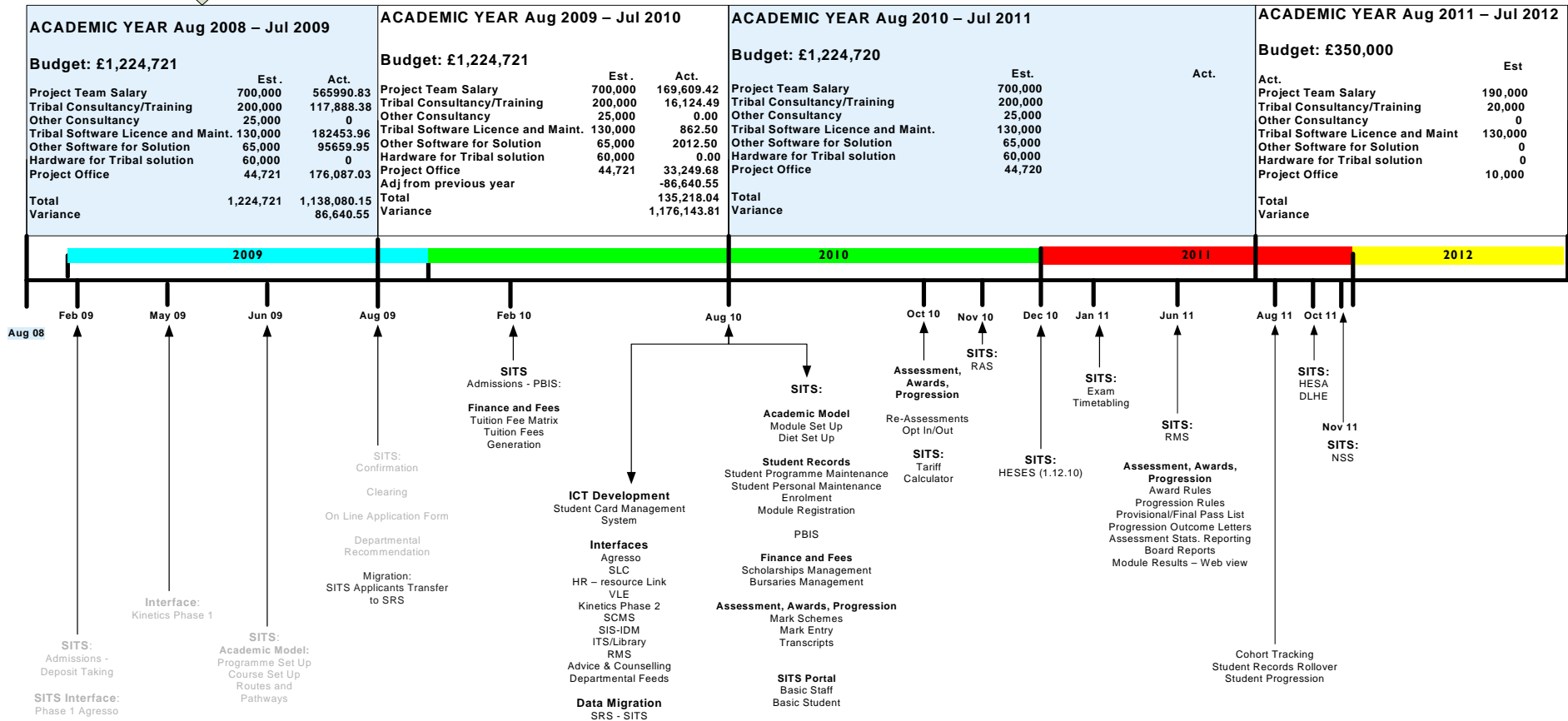
Department	Level	Diets returned	Diets completed	Modules returned	Modules completed	Supplementary info returned	Supplementary info completed	Comments
Physics	UG	Yes	Nearly	Yes	Nearly	Yes	No	Some outstanding queries on modules - new module proposals will go through in Feb 2010 but we can design the diets in principle before then - supplementary info to be processed
Politics	PGT	Yes	Yes	Yes	Yes	No	No	Missing supplementary info - deadline of 18/01/10 agreed
Politics	UG	Yes	Yes	Yes	Yes	No	No	Missing supplementary info - deadline of 18/01/10 agreed
SEFP	UG	Yes	Nearly	Yes	Yes	Yes	Yes	Diets are now nearly complete - we only have issues now where there is an issue with the diet on the programme which the students will progress to (because of the way we have had to design the SEFP in SITS)
SLLF	PGT	No	No	No	No	No	No	All incomplete but information promised soon
SLLF	UG	Yes	Partially	No	No	No	No	All UG programmes are being redesigned and I am going to be taking the diets from the redesigned programmes - issue in SITS with nesting means that we need to create additional PRUs - diets incomplete - original and supplementary module information both missing - information promised soon
WHRI	PGT	No	No	No	No	No	No	All SMD PGT programmes are in the process of being modularised - once complete we should be able to get accurate module and diet information - Brendan Hewitt has been passed all of the QA programme information for SMD and will start to work his way through it - meeting on 25/01/10 to try to resolve some of the blockages
Wolfson	PGT	No	No	No	No	No	No	All SMD PGT programmes are in the process of being modularised - once complete we should be able to get accurate module and diet information - Brendan Hewitt has been passed all of the QA programme information for SMD and will start to work his way through it - meeting on 25/01/10 to try to resolve some of the blockages

## **9. Project Plan Phase 2 – Nov 09 to Dec 2011**

**New issue for February 2010.**

## 10. SIS Time Line – Phase 2

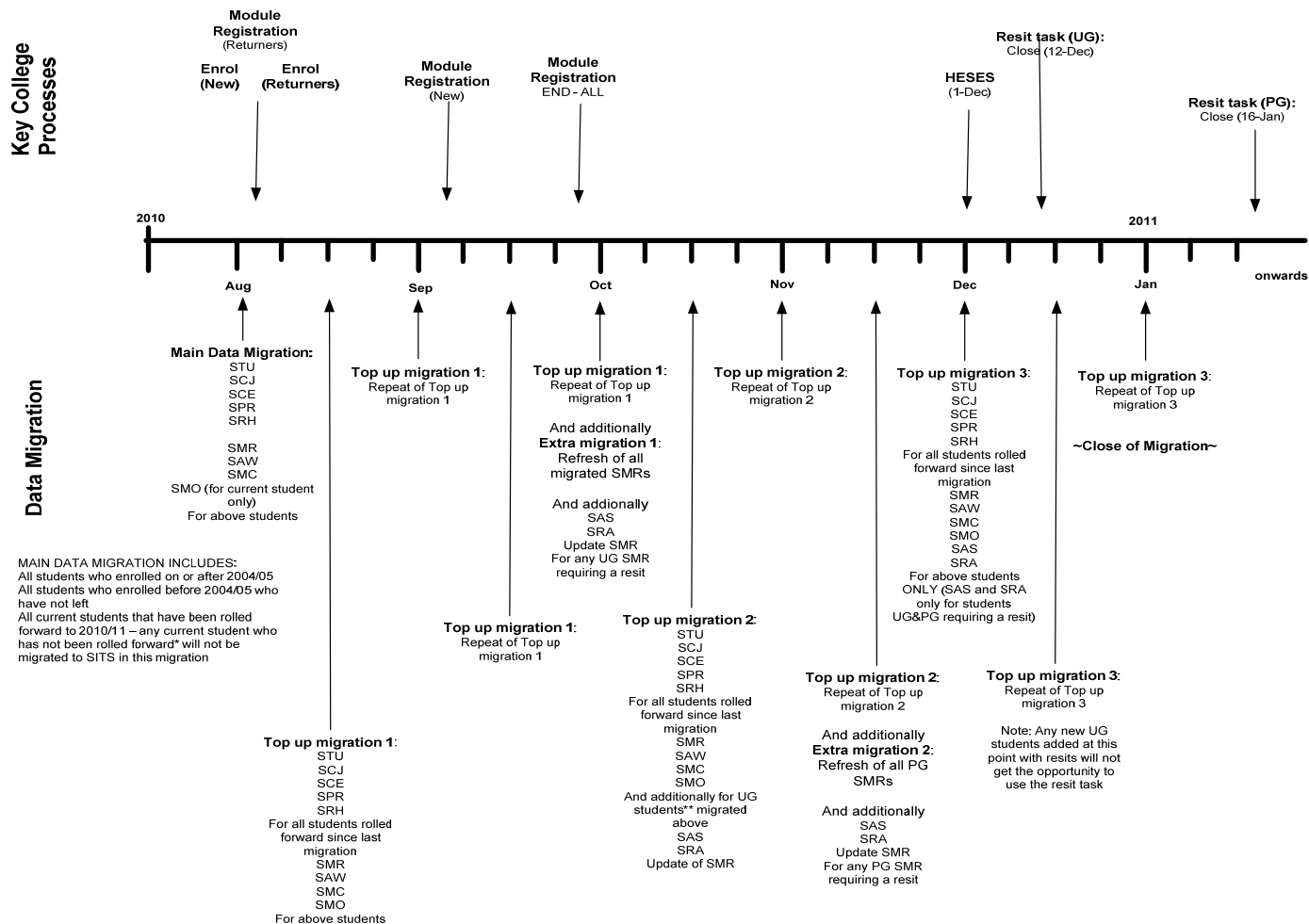
<b>HEFCE Budget:</b>	<b>6,235,800</b>
<b>Project to Date: Dec 31/12/08</b>	<b>2,211,638</b>
<b>Remaining Budget at 31/12/08</b>	<b>4,024,162</b>



# 11. SIS Data Migration Time Line

## Project Time Line – Data Migration

### August 2010 – Jan 2011



**NOTES:**

\*Rolled Forward means officially rolled forward – some postgraduate students will have a temporary 'rolled forward' record

\*\*We do not expect any UG students to be rolled forward after October – this is just a safety net

Each "Top-up" migration can occur multiple times (daily, hourly etc) whatever is required

For Key College Processes – if a date is not specified, the location of the process is merely an approximation of when that process will occur. Dates will be clarified by the business area involved.

Migration Set – Note that any student who started before 2004/05 and left at any point up to and including 2009/10 will not be migrated to SITS.



## 12. Candidate Number Rationale ( email from K Dunster)

The current system of using a candidate number, despite student and staff perceptions, is not truly anonymous because when entering marks onto SRS staff have access to information which displays the student's name, ID number and CIN. In addition having all these details on the ID card and having students listed with CIN and name on reports (which I have seen Exam Boards do) also makes a mockery of the idea of anonymity.

Entering marks using student names will help reduce the potential for confusion and error and improve accuracy.

Having one number will help with the exams which use OMR forms. At present students are told always to use their CIN except in these exams whereby they are asked to use their student ID number (at the moment this is just biology and UG SMD but could include Business Management if they wish to continue with MCQ exams with large numbers of students).

It will be possible to enter marks and have Board reports which do not mention the student's name and only list them by student ID. Therefore although not strictly anonymous would prevent student identities being known at these points.

We also considered a number of questions which may be raised when students and staff are presented with this option:

***Lists of student names and ID numbers are common what about students pretending to be someone else? -***

The new answer books have a sealed security section where students write their name and sign. Having a student signature on an exam paper will help make sure students cannot pretend to be someone else.

***Staff can easily find out who I am from my ID number, how do I know they wont give me bad marks because they don't like me? -***

Exam papers should still be marked anonymously, it is only when marks are being entered that names are associated with the numbers and the sealed security section is opened. In addition the College continues to use double marking which can ensure that marking standards are maintained. In addition the number of allegations of staff abusing their position to give a student low marks is very rare and we have to rely on their professionalism. In any event as we now know that it is possible for academic staff to view a student's name and candidate number when entering marks we have in effect been relying on their professional scrutiny for some time.

***We have anonymous boards - having a long ID number instead of a short CIN will be cumbersome to read out!***

Board reports will be generated with a serial number against each student in the report - just like a row number so this should help referencing. In all other circumstances students could be referred to by the last 4 digits of the ID number.

We also considered the specific requirements of UG SMD who currently use a 4 digit candidate number generated outside of SRS. One of their main concerns was the above about Board reports and as you can see we have a solution. The other major concern was that their OMR equipment is only set up to read the 4 digit number. However Marie helpfully was able to advise Brendan that this can be changed with Speedwell and Computing Services.

Finally we considered (although it is not central to the decision) the issue of Web CT and uploading marks. We now know that Web CT does not store the SRS candidate numbers and therefore it would not be possible to up and download marks using this as the identifier. Also having only one student ID and no candidate number will make uploading marks to SITS much simpler therefore control and access to this facility will have to be done by other means.

There was also a side issue which was mentioned and that was of the format of the ID number itself. As you know the number will have a /1 /2 etc on the end to indicate how many programmes the student has registered for. For example intercalating students will have a /1 for their MBBS ID number and /2 for their intercalating degree to indicate a new registration. There were some concerns that this could mean that marks were entered against the wrong record however as marks will be entered against a module this will only be a small risk.

## 13. Departmental Analysis – Oakleigh – Update

### Actions w/c 11/01

All departments have been contacted via e-mail, and if necessary followed up by phone.

The lead contact(s) in each area have for the most part been confirmed.

Everyone has received a detailed e-mail and interviewee briefing note describing how they can assist this project.

We have arranged five interviews, plus two tentative.

### Actions w/c 18/01:

Conduct initial interviews

Confirm data collection approach and tailor if necessary

Follow up those who have not confirmed interview dates

### Notes:

We need to keep emphasising that we are not looking specifically at admissions processes.

Due to time/resource pressures, Department of Economics UG *and* PG have asked to be interviewed together at the same time.

For similar reasons, Electronic Engineering *and* Computer Science in EECS have asked to be interviewed together at the same time.

We have agreed to both and have asked that they help us by clearly differentiating where processes differ.