



Student Information System Project Manager's Report

Report Period: 3rd March – 24th March 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

The scope of Phase 2 of the SIS Project has been agreed by the SISPB as follows:

- Admissions
- Academic Model
- Student Records
- Finance and Fees
- Awards Assessment and Progression
- Examination Scheduling
- External Reporting
- Interfaces
- Data Migration
- Student Portal
- Staff Portal

Additionally, the scope has been increased by:

- PBI
- Reporting Tool and Data Dictionary

Phase 3

Work to be completed in Phase 3 includes:

- Academic Model: NCBs inclusion
- Student Records: Cohort Tracking
- Student Records: Roll Over
- Student Records: Progression
- Ceremonies
- TfL process in SITS
- Testing Exam Scheduling/Training
- Automation for Mark Entry (dependent on successful SMD & English and Drama Phase 2 work)
- Student Programme Maintenance e:Vision trigger screen – replaces paper form in Phase 2
- Increase in sequence length for BUPT Mark Scheme
- Unicode 8.3.1 upgrade

Exam Scheduling

- Exam Timetable for Exam Scheduling Staff - Excel format of the complete exam timetable.
- Room Examination report - Excel format of all rooms used in exams with exam date, room and time.
- Duration Exam report - Excel format of all rooms, date, time, module code, duration
- Question Papers - Excel format of date, module name, code, time and duration

- Additional requirement - Ricardo wants to be able to record additional information on the exam papers – the number of questions on each paper and the number of pages per exam paper. There is currently no designated field that could be used to satisfy the requirement.

2. RISK AND ISSUE STATUS

The Risk Log has been circulated as part of this report. In particular, the SISPB are asked to consider the following risks:

Risk 2 – College Engagement

Risk 8 – Staff Training

Risk 12 – Business Processes

Risk 16 - Scope

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 Chris Hopkins Rachel Wilson Helena Tkalez</p>
STUDENT RECORDS – MODULE REGISTRATION	<p>Mainly done through ARCS office: M Campbell Davies</p>

PRODUCT AREA	
	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 John Holman H Patel D Gold
DATA MIGRATION	J O'Meara D Pond

PRODUCT AREA	
	H Patel
STUDENT PORTAL	No working group set up
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. PRODUCT PROGRESS REPORT

5.1.ACADEMIC MODEL

The academic model provides the spine to all functionality within SITS. It is the coding strategy for the academic provision at the College.

Collection of Data **A**

Difficulties are still being experienced with the collection of data for inclusion in the academic model.

	Basic Module Info	Basic Diet Info	Supplementary Info
SLLF UG	All	Some o/s	All
SLLF PGT	All	All	All
English & Drama UG	All – queries o/s	All - clarification on what is permitted	-
English & Drama PGT	Some queries	Nearly complete	-
History UG	All	Journalism o/s	All
History PGT	All	All	All
SMD PGT	All	All	All
SMD Intercalated	All	All	All

Please note:

History – received their database and this is being used to fill in gaps and check for consistency against modules. For the Diets, they are currently working on them. Journalism and Contemporary History plus PGT remain problematic but being worked upon.

SMD - W Appleby has asked J Pallant to investigate this. SISPT have met J Pallant and she is aware of the scale of the problem and will report back. SISPT will look at the programmes for PGT and Intercalated to determine what can be used.

For Modules, approx. 90% has now been completed.

For Diets, 83% has been completed.

Ongoing development of the Academic Model will need to continue to cater for new programmes, amendments etc.

Start Dates

Start dates agreed by course directors are different to those agreed by the Academic Board and differs from the standard enrolment period. Within SITS for most programmes there needs to be a standard start date. Currently, start dates for the SMD are variable: if this practice continues, further development of the Academic Model will be essential. This will affect the diet setup. ARCS have been asked to take this issue forward with the SMD.

MPhil/PhD and HESA Returns

In SITS, research students are enrolled with an intended award of PhD and this data will be returned to HESA as a qualification aim of PhD, as the return to HESA has not yet been made.

Should the student subsequently fail to complete the PhD, an exit qualification of MPhil is awarded to the student, where appropriate, and this information is also returned to HESA. In SITS, the academic model has not been configured to accommodate programmes with an intended award of MPhil since the MPhil is not formally offered as a programme of study in its own right. It is only ever offered as an Exit award.

Planning Unit has expressed concern about the situation. At present using SRS, students are set up as MPhil and upon upgrade they are changed to PhD. Using SRS, the RDQR records the start date as the date the student first embarks on the MPhil. However, they do not count in the RDQR population until they upgrade to a PhD. When this upgrade happens the student does count in the RDQR population, with the MPhil start date as the start date of the PhD as per the HEFCE methodology.

Planning Unit have pointed out that in the SITS model, as it is currently set up, there will be an effect on RDQR rates for those students who would never have been upgraded to PhD from a starting qualification of MPhil or those who have been upgraded but who are not awarded a PhD. Planning would like to continue to return students as MPhil in the HESA return until they upgrade to PhD. However, this is not how the SITS model has been set up and neither is it the student's intended award (reflected in HESA as Qual Aim) when coming to QM.

Julie Leeming has added some stats:

To put into context for current RDQRs - full-time RDQRs for 2002-03 cohort and analysing the completion status in 2008-09, the rate for HOME&EC students is 63% and for Island & OS is 77%. If students who have not been upgraded are recorded with HESA COURSEAIM of PhD, the rates would drop to 58% (HOME & EC) and 65% (Island & OS) respectively.

Tribal have shown us some HEFCE guidance on this and this seems to conflict with the way QM do it.

The SISPB are asked to nominate who will decide on this issue. A final meeting with W Appleby and Tim White is being organised to try and resolve this issue.

SMD PGT Documentation

Some SMD PGT programmes are on course to be fully modular, in line with the QM Academic Credit Framework for September 2010. For programmes that have redeveloped into the modular framework, complete paperwork to be provided to the SISPT to enable modelling in SITS.

For programmes that are not on track to be fully modular, the SISPT will use 'dummy' modular structure currently available in SRS. The SISPT to be advised by relevant SMD Institutes, which diet of 'dummy' module(s) relate to which programme/route.

QA will identify and liaise with key persons in each Institute, in order to bring those programmes, which are not fully modular, in line with the Academic Credit Framework. The SISPT expect to receive approved programme, module and diet specifications by the end of November 2010 for re-modelling in SITS.

Module Rules

Please refer to Module Rules paper sent out with this report.

5.2. STUDENT RECORDS

Student Program Maintenance

Some good progress in this area with regard to the build. Five triggers have been identified:

- Internal transfer
- Withdrawal
- Interruption
- Suspension
- Expulsion

The first three triggers will be initiated by a student who completes a form, has it signed off by their dept. and is then sent to ARCS for processing. This will replicate the current process. An e:Vision solution could be developed in Phase 3. Development time and resource is not available for August 2010.

The latter two triggers will be initiated by the outcome of a disciplinary action and will be an ARCS process.

Tasks have been identified that will allow ARCS to process each of the triggers. A template task has been provided by Tribal and will be adapted to QM's processes. The SISPT are dealing with this. The specification is being written and, once approved, will then be built. This should be completed by the end of April. .

At the end of this task, an Automation process is initiated. Essentially, this will update all the relevant tables within SITS. Tribal is currently undertaking this piece of work.

Outputs as regards to emails, letters and reports are currently being specified. Meetings with relevant ARCS staff are ongoing.

Student Enrolment

Issue:

- Most work currently being undertaken is for standard enrolment. There will also need to be a process for non-standard enrolments such as Distance Learning and Medical Electives. Due to the main bulk of work being concentrated in the standard process, it seemed appropriate to concentrate time and resource there, first.

There are three parts to this implementation.

A. Pre-enrolment

The specification has been signed off by Wendy Appleby and work assigned to Tribal resource. The estimate of time for completion is 16 days.

B. Re-enrolment

This will be a variant on the Pre-enrolment solution and could possibly be assimilated into it. The specification is nearly complete. If the work can be assimilated the same e:Vision solution will be used with appropriate branching points and conditions to cater for both. If not, then a separate piece of work will be initiated though much of what is being built for pre-enrolment will be re-usable. Spec to be approved by the EIG on the 26th March

C. Student Enrolment by Staff (SITS Enrol)

Specification is in the process of being written. Spec to be approved by the EIG on the 26th March

Issue:

- The SISPT are experiencing difficulties with regard to getting information on the use of scanners in the enrolment process. J Cobb has been approached several times without result.

D. On Line Application Form

The same resource on the Enrolment is also dedicating time to supporting OLAF. This is becoming a hindrance to the implementation of Enrolment. It is the stance of the SISPT that the priority must be enrolment and secondly, bug fixing in OLAF. Development of OLAF will have to take a lower priority and be slotted in as and when it can.

The SISPB are asked to note and approve this stance.

E. Accessibility

Although there seems to be no College policy on accessibility, work will need to be done to enable the staff in the Disability and Dyslexia Service as well as students to access SITS. In order to test the way SITS is accessible, a request has been made to IT to load a PC with a software package called Jaws for access as well as a number of different browsers.

Issue:

- The SISPT has been informed that loading a PC with different browsers is against the College's Desktop Management Policy. A second request giving reasons as to why we need this has been made. We are waiting for a reply.

Module Registration

The specification has been written and is under review by ARCS. Tribal are currently building the solution as any review will not mean a re-write but just amendments. A prototype was demonstrated to M Shiach and although concerns were expressed with some of the business process, these have been resolved.


Three e:Vision tasks have been identified for the user interface and the process will follow closely the existing College process. Work is underway building these tasks.

Issues:

- This piece of work is dependent on data migration being completed. As a consequence, for the first year only, there will be a delay when departments can allocate a Programme Academic Approver to a student – a new piece of work for the department. When the solution is demonstrated to depts., they will be informed that the nominated contact responsible for assigning the Programme Academic Approver will be assigned to a student in their home dept by default. They will be able to change it via the On Line task for Mod Reg (PAA Allocation Task) should they wish.

- Some depts. have collected student selections for the oncoming year for timetabling purposes, and these will need to be in SITS. The SISPT have dedicated a week for this information to be entered into SITS. This will delay when the task for students to select modules can be released to them.
- If module rules (pre-requisites) are built, then any student coming in from another HEI with credit, ie. advanced standing and associates will not be able to complete the Mod Reg process on line. This will need to be communicated to students as well as staff.

Please see longer paper on **Module Rules**.

- Sabia Tobias, the lead on Module Registration, will soon have to devote a considerable amount of time to Exam Marks Processing (EMP) in SRS as her colleague is on maternity leave and no replacement has been appointed.
- **Semester 2 Post Approval Change Request** 
SITS is unable to refer to diets for Semester 2 changes.

Background

Diets in the Academic Model have been set up on the basis of the academic year as per the current regulations. This allows a department maximum flexibility in their management of student choices as well as being compliant to the ACF. The original intention was for SITS to replicate the 2 week module change window in Semester 2. This requirement was discussed at the Process Review.

Flexibility is a key requirement for departments as it enables them to choose how 120 credits are spread over two semesters, eg 60/60, 45/75, 75/45. In addition to this, the College also offers certain modules that run over two semesters.

Update.

There are a number of options to deal with this issue.

Option	Solution
1	Do not allow students that commence in September to amend SEM2 choices. Note: This option is the most effortless option but will impose a change to the Business process. Estimated development resource: None
2	Set all 'diets' up in SITS by Semester. Note: This option would require a significant change to the Academic model and would involve re-building all the module diets in SITS. In addition the academic regulations will need to be re-written for the programmes affected, as programme regulations are mostly defined on an academic year basis (eg take 120 credits over the academic year) rather than a semester basis (eg take 60 credits in semester 1 and 60 credits in semester 2). Estimated development resource: None

3	<p>To provide a new interface via an eVision task with no Module ‘diet’ rule functionality and limited reference to the module target.</p> <p>Note: This will allow the student to amend their module choices in Semester 2 and PAA to approve or Reject the selections. This option will not reference the Module ‘diet’ rule functionality or the Module target rule (although a cursory check can be displayed) which prevents a student selecting the module if full although it may be possible to build this validation in when the selections are to be approved by the PAA (programme academic approver). It will be possible to provide some validation i.e. do not allow over or under registration and the removal of core modules or those not with a Semester 2 period. This would require the student to make un-informed choices and the PAA would be responsible for ensuring that the students choices is permissible and meets the programmes ‘diet’ requirements.</p> <p>Estimated development resource: From Tribal – 10 days.</p>
4	<p>To manipulate the existing eMR program to enable post approval changes with no Module ‘diet’ rule functionality but will reference the module targets to prevent over-subscription and provide the same interface users are familiar with.</p> <p>Note: This option will allow the student to amend their module choices in Semester 2 and PAA to approve or Reject the selections. The student will be able to ‘add’ module(s) and/or ‘delete’ module(s) without replacing an existing module resulting in over/under registration. In addition students commencing in January will be affected if Initial choices are amended during the ‘transfer window’ (first two weeks at the start of term) as the system parameter that enables post-approval changes will be set to enable amendments of Semester 2 modules in January. This would require the student to make un-informed choices and the PAA would be responsible for ensuring that the students choices is permissible and meets the programmes ‘diet’ requirements.</p> <p>Estimated development resource: None</p>
5	<p>To provide the same Interface via an e:vision program with Module ‘diet’ rule functionality and module target validation.</p> <p>Note: This option will allow the student to amend their module choices in semester 2 and PAA to approve or Reject the selections. This development would need to be undertaken by Tribal which will have cost implications. A formal request will need to be submitted for consideration in the first instance. It is unlikely this will be achievable for 2010/11 if at all by Tribal.</p> <p>Estimated development resource: To be confirmed by Tribal</p>

After discussions with ARCS staff, **Options 3 and 4** were considered the most likely and have been subject to further discussion.

Implication	Create online task (Option 3)	Manipulate existing program (Option 4)
1. Reference Diet	No	No
2. Reference MAV Targets	No – Cursorsory check available. It may be possible to implement this check at approval stage by PAA not Student – will result in rejections made for this reason giving rise to additional effort (PAA reject with comments and student re-select) and delays baring in mind timescales are tight (two weeks turnaround). At present student can only select module if target has not been exceeded.	Yes
3. Allow Over-registration	No	Yes
4. Allow Under-registration	No	Yes
5. January Starters ‘Undo’ – Reference Diet	No - Ask Tribal to amend system parameter to enable conditional text to be entered if option 4 chosen.	N/A
6. New Interface	Yes	No
7. Tribal Development cost	Yes	No
9. Tried and Tested	No	Yes

Recommendation

THE SISPB are asked to approve Option 3.

- **Module Pre-Registration - collected from existing students in 2009/10 for 2010/11.**

For this transitional year, it was previously understood that we would not accommodate this and that Academic Departments would need to provide such information to the Advisor (Programme Academic Approver) to assist during the approval of student selections.

However, it has recently transpired in discussions with Business Management, that there will be a need from certain academic departments who have previously provided this information early (August-September) via a file upload into SRS, which subsequently is printed on the OMR course registration forms beforehand, to be able to present the students’ pre-selections and to guarantee a place on the module. This has been the

incentive for departments to collect the information early for timetabling purposes, plus it would be disadvantageous to the students if a non pre-registered student managed to obtain a place over a student who had pre-registered, if this was due to a module target being exceeded.

In discussions with M Campbell Davies (decision had to be made urgently in Wendy's absence as Business Management had a scheduled meeting with students to this effect), it has been provisionally agreed that we may be able to provide a task for the departments to enter such information (dedicated week before term starts) before the module registration process commences in 2010/11.

This will have an implication (one week delay) for when the actual Module Registration process task is released to students as it can not be before pre-registrations have been assigned. It may be possible to set conditional text against the task, so new students are not affected. However, if the diets include the same elective modules then pre-registrations and subscriptions will be affected. For this reason it is advisable that initial module registrations is released to students after pre-registrations have been applied.

- **Module Registration – Online Task: Exclusion of students if diet contains only compulsory modules**

It has been agreed that there no need for such students to go through this process and academic departments should continue to make provisions for Advisors to meet with such students if necessary.

- **Module Registration – selections outside the diet.**

At present academic departments allow students to choose an elective module outside of their home department if there are places left on the module (not taken by students from the Home department). This elective might not have been set up as a defined module on a programme diet. Compulsory modules will be applied against student registrations automatically and will not be replaceable.

It has been agreed that such situations will be dealt with manually and processed by central registry staff as there will inevitably be situations where non-standard requirements are permitted and these cannot realistically be set up in SITS.

- **Module Registration – Pre selection in SITS and timetabling.**

It has been agreed that SITS will not be the vehicle for informing Syllabus + of timetabling information. However, consideration will need to be given when this activity commences in SITS to facilitate decision making centred around timetabling.

- **Enabling students to amend their choices during the first two weeks after teaching.**

It has been agreed that changes will be driven by the student not the approver and the outcome of 2010/11 will be reviewed for 2011/12.

- **Diets not defined for taught programme pathway.**

Where an Academic department has failed to specify a diet to be set up in SITS, a 'dummy' diet will need to be set up to enable the student to go through the online Module Registration process which will include 'all' modules a student can make choices from. This may have performance issues as the entire module directory will be referenced in each instance.

A meeting will take place with Academic departments on the 26th March and 16th April. This will provide an opportunity to inform staff of the agreed process and expectations required.

PBI

Resource allocation for this is proving difficult. Some consultancy has taken place though unfortunately the information and results were lost due to a crashed lap top.

This piece of work will be as easy or complicated as the College wishes to make it. A number of HEIs, UCL for example, have put in place a simple process that uses the Tribal solution and devolves the authority to departments for Student Engagements (SRS30) based on pre-defined dates.

My concern here is that the College will try and QM-ify the solution to the point that we end up with a byzantine solution that is hard to maintain and difficult for those managing the process as well as those supporting it.

SRS29 – the production of the VCR record and the CAS is live in Admissions but will need to be reviewed again as a whole with Continuing Students.
SRS30 – Student Engagements: the SISPT awaits the decision of the College as to how these will be defined.

Consultancy is being organized around these two strands and the outcome will be fed back to the SISPB.

Student Personal Maintenance

This work will start in April. A task will be built to allow students to update certain items of personal information via an online screen. The information that can be updated will be determined by ARCS.

5.3. ASSESSMENT, PROGRESSION, AWARDS

Issue:

- **Late Summer Re-sits**

There will be a change to the way the College processes Late Summer Re-sits (LSR). SITS will check whether a module is designated a LSR based on whether a module belongs to an Exam Board that allows LSR. Also, a LSR will not be tied to the development year of a student but will only reference the module level.

This is a change to current practice, as currently, re-sits are based on the development year the student took the module, whereas SITS will base it on the academic level of the module.

A. Mark Schemes

Standard 

Approved. Testing starts 30/3/10.

MBBS 

Approved. Testing starts 30/3/10

BDS 

Approved. Testing starts 30/3/10

BUPT 

Discussions with L Cuthbert have been taking place with regard to the method of equating a Chinese mark with a SITS grade. Due to the limitations of the SITS table for grade conversions, (the primary key holds a sequence number that only hold up to 999 entries, not enough to cater for the complexity of the scheme).

An interim solution has been agreed with L Cuthbert to upload the overall module mark, already converted to the QM scale at the Chinese end. This will be stored in SITS for the first year only. This interim solution will be replaced by a development by Tribal to increase the sequence number on the table to enable an automated transfer process. The release of this development will be bundled within the Unicode release 8.3.1 which, when taken, will force QM to change to Unicode.

LLB 

Meetings between ARCS and LLB to sort out potentially changing the regulations for the new academic year to prevent students re-sitting modules already passed. This remains unclear and the SISPT are seeking some guidance as to how we deal with LLB mark Schemes.

B. Mark Entry - ALL 

Good progress. Mark Entry schemes have been built and are available. There are two versions: Supervisor level - which includes post exam board processing
Standard level - permits basic marks entry.

Functionality has been developed for the production of spreadsheets in SITS compliant format allowing departments to paste marks in, ready for a SITS upload.

Both versions have functionality to upload spreadsheets on a module by module basis should department wish to use this as opposed to a manual entry direct into SITS.

All HODs, Exam Board Secretaries and Exam Board Chairs will be given automatic access to enter marks for all students within their depts. These users will be granted Supervisor access level.

Where a module needs to be marked, for whatever reason, by someone other than the Module Tutor or Supervisor, a task has been built allowing Supervisors to assign members of their department to modules for marking purposes.

C. Mark Entry – SMD & English and Drama

Refer to: [SISPB Paper SIS E&D 2010 03 24](#) and [SISPB Paper SIS SMD 2010 03 24](#)

IT will be delivering the solution based on the specifications.

D. Award Rules

Good progress, with the majority of programmes now developed.

Issue:

- The SISPT are waiting for the Special Regulations.

E. Progression Award Rules

Good progress with the majority of programmes now developed.

Issue:








- The SISPT are waiting for the Special Regulations.

F. Progression Rules – non Award





The SISPT are working through rules where departments have progression hurdles before a student is permitted to start the dissertation element of the programme.

G. SEB Reports



Standard



Title	RAG	Owner	Required By	Comments
Module Results – UG & PG		W Appleby	2 Jan 11	A demonstration was given of work so far. Some new suggestions. March 30 th sign off.
Module Statistics - UG		W Appleby	2 Jan 11	As above
Individual Student Performance - UG		W Appleby	3 Jun 11	As above
Overall Student Summary - UG		W Appleby	3 Jun 11	As above
Individual Student Performance - EE		W Appleby	3 Jun 11	As above
Overall Student Summary - EE		W Appleby	3 Jun 11	As above
Overall Student Summary - PG		W Appleby	2 Jan 11	As above

LLB





Title	RAG	Owner	Required By	Comments
Module Results – LLB		W Appleby	3 Jun 11	See paper SISP Board Paper 2010/02/25 – 1 sent out with this report.
Module Statistics - LLB		W Appleby	3 Jun 11	
Individual Student Performance - LLB		W Appleby	3 Jun 11	
Overall Student Summary - LLB		W Appleby	3 Jun 11	

BUPT





Title	RAG	Owner	Required By	Comments
Module Results – BUPT		L Cuthbert	3 Jun 11	Waiting feedback from EE. Tribal will meet with L Cuthbert 16 April 2010
Module Statistics - BUPT		L Cuthbert	3 Jun 11	As above

Title	RAG	Owner	Required By	Comments
Individual Student Performance - BUPT		L Cuthbert	3 Jun 11	As above
Overall Student Summary - BUPT		L Cuthbert	3 Jun 11	As above


BDS












Title	RAG	Owner	Required By	Comments
Module Results – BDS		L Davenport	1 Nov 10	Spec written, prototype built, data being prepared for testing by BH/HMcG.
Module Statistics - BDS		L Davenport	1 Nov 10	As above
Individual Student Performance - BDS		L Davenport	1 Nov 10	As above
Overall Student Summary - BDS		L Davenport	1 Nov 10	As above

MBBS

Title	RAG	Owner	Required By	Comments
Module Results – MBBS		T Revest	1 Feb 10	Spec written, prototype built, data being prepared for testing and will be based on test data from MKS testing phase
Module Statistics - MBBS		T Revest	1 Feb 10	As above
Individual Student Performance - MBBS		T Revest	1 Feb 10	As above
Overall Student Summary – MBBS		T Revest	1 Feb 10	As above

Other Areas

Business Area	RAG	Sign Off	Delivery Date	Note
DEB Report		W Appleby	3 Jun 11	Waiting sign off

Business Area	RAG	Sign Off	Delivery Date	Note
Pass List – Supplementary UOL & QMW		W Appleby	23 Aug 10	Feedback from S Coker returned to Tribal.
Pass List - UOL		W Appleby	3 Jun 11	Sign off required
Pass List – Final UOL		W Appleby	3 Jun 11	Sign off required
Pass List – QMW		W Appleby	3 Jun 11	Sign off required
Pass List – Final Medical		S Coker	3 Jun 11	Near completion
Pass List – Dentistry		S Coker	3 Jun 11	Near completion
Final Transcript - Std UG, PG and BUPT		W Appleby	2 Aug 10	Meeting J Pallant 19 Mar 10 for approval.
<i>Final Transcript - Std PG</i>	-	<i>W Appleby</i>	<i>2 Aug 10</i>	<i>Now been subsumed into Std UG and PG.</i>
<i>Final Transcript - BUPT</i>	-	<i>J Pallant</i>	<i>2 Aug 10</i>	<i>Now been subsumed into Std UG and PG.</i>
Final Transcript - MBBS		J Pallant	2 Aug 10	Meeting J Pallant 19 Mar 10 for approval.
Final Transcript - BDS		J Pallant	2 Aug 10	Meeting J Pallant 19 Mar 10 for approval.
Progression Award outcome letters Possibly made up of: ➤ Std UG ➤ Std PG ➤ MBBS ➤ BDS ➤ M.Clin.Dent	-	W Appleby	3 Jun 11	Tribal resource to start at beginning of April. An initial meeting has taken place with ARCS to determine whether the transcripts can be run via the same batch codes required by the letters.
Module Results and Progression Outcomes	Not started	W Appleby	3 Jun 11	
Reassessments – Opt In/ Opt Out		W Appleby	2 Aug 10	Work completed. Final review underway.
Research Awards Task		W Appleby	27 Aug 10	Work completed. Final review underway.

5.4. FINANCE AND FEES

A. 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. (See C below).


B. Student Loan Company interface 

Two way interface:

SLC to QM: details passed to QM of student loan applications.

QM to SLC: records the changes of circumstances of students. These are determined as an output from the Student Programme Maintenance work, ie where the circumstance of the student changes for whatever reason.

Good progress on this.

C. Agresso interface – SITS to Agresso 

A proposal for this interface has been provided by Tribal based on methodology used at other HEIs, using a SQL script to pass data from SITS to a staging table in Agresso where it is picked up and updated in the Agresso database.

IT has indicated that this would not be acceptable and that they would like a web service to be an intermediary between SITS and Agresso. This is currently being discussed as to how to take this forward in the simplest manner possible and without requiring significant development time.

Issue:

- Due to the decision to retain all financial management within Agresso and not implement the SAMS module of SITS, the Fees Office have expressed concern about the lack of detail debtor information that will be recorded in SITS. Eg if a student has a debt, the Fees Office may not be able to answer queries about it using SITS. Currently, the Fees Office is speaking to the Agresso Team concerning this. This might mean some form of interface/transfer from Agresso to SITS with the requisite data.

D. Student bank details from SITS to Agresso 


This is currently being scoped as it affects a number of areas within SITS. Discussions are currently underway to understand the implications.

E. Bursaries – staff management task 

First iteration completed, 18 March 2010. Next stage – approval/amendments before sign off.

F. Access to Learning Fund – Staff management task

Not started yet.

G. Access to Learning Fund – Student application task 

Good progress.

H. Minor bursary fund – Staff Task 

This has been subsumed into Bursaries staff management task.

I. Minor bursary fund – Student task – Tower Hamlets 

Good progress – near completion.

J. Minor bursary fund – Student task – UOL Fund 

Completed requires approval – meeting set for 30 March with L Green

K. Minor bursary fund – Student task – SMD Dean’s Benevolent Fund

Not yet started. Target date 15 April 2010.

L. Bursaries – PGR 

Client set up completed. Meeting 22 March with Rh. Thompson for feedback.

M. Exam Fee Registration 

Subsumed into Fees Generation – a report to be run (see A above).

5.5. EXAMINATION SCHEDULING 

Good progress has been made. A training session took place on March 10th. Testing data is being set up with a view to completing the testing by June 2010. Further training will be required in November in readiness for Jan 2011.

Four new reports have been requested by ARCS. The total number of days for these has been estimated and these are under consideration:

- Exam Timetable for Exam Scheduling Staff - Excel format of the complete exam timetable. – **3 days**
- Room Examination report - Excel format of all rooms used in exams with exam date, room and time. – **3 days**
- Duration Exam report - Excel format of all rooms, date, time, module code, duration – **3 days**

- Question Papers - Excel format of date, module name, code, time and duration - **3 days**
- Additional requirement – ARCS wants to be able to record additional information on the exam papers – the number of questions on each paper and the number of pages per exam paper. There is currently no designated field for either of these. Further investigation is required.

I have informed ARCS that these will not be done till after August 2010 but will be ready for Jan 2011.

5.6. EXTERNAL REPORTING

A number of meetings have been held with the Planning Unit to determine, finally, the dates and priorities for this piece of work. A working group has been set up with regular monthly progress meetings.

Issue: Reporting Tool

- A further working group has been set up to oversee the delivery of Discoverer as a reporting tool and the set up of a SITS data dictionary. A position in IT has had to be funded by the SIS Project to buy in the relevant expertise. Good progress has been made.

A. HESES (Oct 2010)

The base data has been set up (subject, cost centres, price groups). This has been sent to Planning for review. First test run being planned during w/c 22 March 10.

B. HESA (Jan 2011)

Mapping table in progress. All SITS tables used for HESA return have been identified. Currently, work is being undertaken to identify in SITS the processes to ensure that HESA data is being populated in the appropriate SITS tables in readiness for them to load into HESA tables when the return is run.

The SISPB is asked to note that past HESA returns will not be migrated and will remain in SRS. Some of the data that the returns are based will be migrated.

C. TARIFF CALCULATOR (Jun 2010)

This takes all a student's previous qualifications on entry (eg baccalaureates, Scottish Higher etc) and calculates total tariff scores as defined by Planning. This will then be used for internal modeling of student intake and to set the next year's admission tariffs across the whole College.

Work has been completed and tested against a small subset of data. It needs to be run against all last year's students and tested against the SRS 09/10 data. Planning is helping with this piece of work. This will probably take place after Easter.

D. RAS (Aug 2010)

This reports on current PGR students. This is dependent on Discoverer being installed. Planning will be supplying the spec for the extraction. The mapping document will then be produced with conditions/assumptions included. Extract data required.

E. RAE (REF)

HEFCE have not yet published the specification for this.

F. DLHE (Apr 2011)

Planning to supply the SISPT with a specification. Extract of data only.

G. NSS (Oct 2010)

Tribal have provided a SRL which will require QM amendments. (Required Nov 2011).

5.7. DATA MIGRATION

This can be divided into three separate sections:

A. Student/Programme Migration

Good progress. A recent test on data migrated from SRS to SITS resulted in 0.05% error rate (60 records from 109757 programme records).

B. Results Records Migration











This is currently on hold as other work needs to be done. This migration uses the same tables as Student Programme migration so is not a major piece of work.





C. Student Data Migration

In progress.

5.8. INTERFACES

IT is re-considering dates in the light of increased workloads.

Business Area	RAG	Sign Off	Delivery Date	Note
Resource Link interface		J Holman SISPT		<i>Live 2 Mar 10</i>
WebCT interface phase 1 – replicate SRS interface		S Brenton IT	tbd	IT takes over from DG. Needs to re-work using common technologies. Design plan for 19 th April .
Kinetics part 2.1: Main student interface data out of SITS interface		B Ashcroft	tbd	Spec written – work started.
Kinetics part 2.2: Term time address interface back into SITS		B Ashcroft	tbd	Spec written
SITS to RMS interface		J Holman, Rh. Thompson	tbd	Specification in progress
RMS to SITS interface		J Holman, Rh. Thompson	tbd	Specification in progress
Student Card Management interface		W Appleby	tbd	Requirements completed. Work started
Student Union interface		C Hopkins	tbd	Simple extract
Advice and Counseling interface		L SeQueira	tbd	Spec from SITS received 2 Mar 10. A&C to decide by 9 Mar 10. If SITS selected, then need to find out costs and timescale for Aug 10. If this cannot be done by Aug 2010, then consideration to be given to building an interface from SITS to A&C. If SITS not selected, then interface needs to be built. A&C considering the Tribal solution
SITS to IT services interface		M Evans	tbd	Specification written. Build nearly complete.

Business Area	RAG	Sign Off	Delivery Date	Note
(library)				
IT services to SITS interface (library)		M Evans	tbd	On hold. Specification in progress.
SITS to Library interface		J Acland	tbd	Specification written and nearly agreed. Test version of build written – probably requires a few more iterations.
SITS to VLE Mark Entry – SMD and English and Drama		W Boutcher T Revest	tbd	Start June
Applicant LDAP Interface		M Evans	tbd	SITS generated applicant password and user name into LDAP tree. Not started.

5.9. PORTALS

A. Student Portal

The following communication will be sent to students to let them know what will be able to be done using MySits:

Queen Mary will be using a new Student Information System (SIS) to manage student data from August this year, and this will mean important changes to how you interact with us.

You will be given a user account and access to MySIS, your personal area of the Student Information System, which contains your data, and allows you to complete many tasks such as re-enrolment, module registration, and programme changes online at a time that suits you.

We will also use MySIS to communicate important information to you through your personal in-tray. MySIS will also hold a lot of information that is relevant to you and your studies, including departmental events, reading lists, term dates, and a great deal more.

Re-enrolment

The first thing that you will be able to access through MySIS will be re-enrolment. All returning students need to re-enrol at the start of each academic year. Re-enrolment is already an online process, but you will find that the screens look slightly different in MySIS this year.

You will re-enrol in September this year. Make sure that you check your College email account regularly, as we will send you more information and a link to re-enrolment in MySIS over the summer.

Module registration

This year will be the first time that you will be able to select your modules online, through MySIS, rather than filling in forms. Any compulsory or core modules will be pre-selected (you cannot delete or change these), and you will also be able to select from a specified range of modules appropriate to your programme of study. You can submit comments with your selection to assist your adviser in the approval process.

You will also be able to 'undo' your initial selection and submit a revised selection for re-approval, BUT your final module selection must be confirmed by the specified deadline and when you undo your selection you will risk losing your place on popular modules, so you should avoid or limit the use of undo if you can.

Once you have made your selections, you will need to submit them for approval by your adviser or departmental administrator. The final outcome of your selections will be confirmed to you by email.

You will receive an email with a link to module registration in MySIS in September – please do check your College email account for this message.

Personal details and programme maintenance

MySIS will let you update your address and contact details online throughout the year, saving you a trip to Registry. Just log-in to your MySIS account, and make the changes.

We are also working to let you manage changes to your programme of study online in the future, which will let you make amendments at a time that is convenient for you.

Re-sitting Assessment

If you have the option of re-sitting assessment from the previous academic year, you can log-in to MySIS to confirm whether or not you want to take up the opportunity.

More changes ahead

MySIS will be developed throughout the coming year to include more tools to help with managing your study at the College. We want to keep you informed, so make sure that you check your College email account regularly – there are lots of changes ahead!

B. Staff Portal

The staff portal will include access to the following functionality.

General:

- Data Dictionary – this can be made available to any staff. Currently this is for Planning, IT Services and the SISPT.

Central Service Staff (Registry):

- Student Programme Maintenance
- Staff Enrolment

- Student Card Management interface
- Student Personal Data: View/query/amend personal data (address, name, dob etc.)

Departmental Staff:

- Admissions – Departmental Recommendations
- Module Registration – Allocation of PAA to Students
- Module Registration – Process Latecomers and those excluded from eMR
- Module Registration – Re-confirmation of SEM 2 modules –
- Mark Entry – Assigning Modules to Markers and Markers to Modules
- Academic Model – Structure Confirmation

Bursaries, Grants & Scholarships Office:

- Access to Learning Fund – staff management task
- Minor bursary fund – Staff Task

5.10. OTHER WORK

A. Data Dictionary and Reporting Tool

A data dictionary is currently being set up for use by departments with the reporting tool. The reporting tool, that will be Discoverer for the interim period before a more robust and possibly College wide tool can be provided eg Business Objects. The main impetus for this piece of work came from Planning Unit whose extraction requirements could not be satisfied by the Tribal tool.

An extra resource in IT has been procured to undertake the set up of Discoverer over SITS as the necessary in house skills were lacking.

A working group has been set up to oversee this piece of work.

B. Load Testing

Investigations into how the SISPT and IT can simulate multiple users using e:Vision is underway. Tribal have been asked to supply some information as to how this might be achieved. Other sites have undertaken load testing and details have been promised.

C. Communications

Simon Hayter is the main contact between the SISPT and Communications Office. A meeting between the Comms. Office and the SISPT have taken place and the outcome is as follows:

- Kate Ashenden is the new contact for staff communications
- James Roberts will be the main contact for student communications
- Use will be made of the new e:Bulletin for students to relay information to students on SITS. A communication to students on the new re-enrolment, module selection, re-sit opt-out and personal data maintenance processes was required by the end of semester two (26 March 2010). Simon to draft and ARCS to approve. Further communications to students would be sent out as more specific information became available and in a co-ordinated way so that students were not overwhelmed by numerous emails on the different system elements.
- A further meeting will be arranged to co-ordinate the staff communications. The individual SISPT members to consider what they wish to communicate. ARCS will be vetting these before being passed out to Communications for distribution.
- The Bulletin will continue to be used to communicate more general SIS issues, while the staff e-Bulletin would be used for these and more targeted communications. The possibility of using the panels on Connect was considered, and it was agreed that the stakeholder analysis conducted last year would be used to establish targeted user groups for specific communications.

D. Training Plan/Time Line

A meeting has been set up for the 29th March to consider:

- The sequence of events leading up to Go Live. This is becoming much clearer in the light of recent work. It will include dates for migration, activities within departments and actions for the SISPT.
- Once the above has been established, the period for training can be determined with a greater degree of reliability. This can then be published to the College without the worry that it will all change due to some unforeseen event. Training relies on a completed and tested application being delivered. The torturous route of getting to this point seems to be getting shorter. It is our target to release the timeline and training period dates (detail to be worked out later) to the College during April.

E. Post Go Live Support

No progress has been made on this during this reporting period. However, if the experiences of OLAF are a guide to future workloads and support issues, then I suspect that Phase 3 work will be substantially hindered by staff being diverted to support rather than development.

F. UNICODE Upgrade

Next SITS release is 8.3.0. – Unicode is optional.

Release 8.3.1 (May 2010) will require the College to take Unicode. Therefore, when we upgrade to 8.3.0 we will not be able to take further upgrades till we decide to switch to Unicode.

In the light of this, it has been decided that 8.3.0 with the Unicode option will be put into one of the test environments. If no problems are experienced, then 8.3.0 will be made live before August 2010. If there are problems then the non-Unicode option will be made live before August 2010.

8.3.1 will only be made live after August 2010.

G. Advice and Counseling 

Waiting to hear from A&C for decision regarding whether they will use the Tribal offering or request that they retain their SRS model and therefore require a further piece of work from IT to unbundle the A&C application from SRS and build an interface between A&C and SITS.

H. Oakleigh Consultancy – Departmental Analysis

The full report has been returned to the College and has been circulated with this report.