



## Student Information System Project Manager's Report

**Report Period: 25<sup>th</sup> March – 22<sup>nd</sup> April 2010**

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<b>Owner</b>	<b>Dean Curtis</b>
<b>Client</b>	<b>Dean Curtis</b>
<b>Issue Date</b>	<b>22 April 2010</b>
<b>Name</b>	<b>sis pm report 2010 04 22.doc</b>

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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 Forward
- Student Records: Progression
- Ceremonies
- TfL process in SITS
- Automation for Mark Entry for departments (dependent on successful SMD & English and Drama Phase 2 work)
- Student Programme Maintenance e:Vision trigger screen – replaces paper form in Phase 2
- PAPeRS replacement for SMD
- Placements for SMD
- Increase in sequence length for BUPT Mark Scheme
- Unicode 8.3.1 upgrade
- Exam Scheduling inc.
  - Testing Exam Scheduling/Training
  - 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 - 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 with updates has been sent out with this report.

No new risks have been added during the current working period.

## 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

<b>PRODUCT AREA</b>	
<b>ACADEMIC MODEL</b>	<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>
<b>STUDENT RECORDS - ENROLMENT</b>	<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>
<b>STUDENT RECORDS – MODULE REGISTRATION</b>	<p>Mainly done through ARCS office:  M Campbell Davies  S Tobias</p>
<b>STUDENT RECORDS – STUDENT PROGRAMME MAINTENANCE</b>	<p>M Campbell Davies  B Hewitt</p>


<b>PRODUCT AREA</b>	
	T Cornell N Cooper (Tribal)
<b>FINANCE AND FEES</b>	<b>Student Fees</b> M Ferris P Smith L Davis D Chamberlain (Tribal)  <b>Funding</b> L Green D Newcombe  <b>PGR Scholarships and Funds</b> Rh Thompson Peter Smith J Frith
<b>AWARDS ASSESSMENT AND PROGRESSION</b>	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.
<b>EXAMINATION SCHEDULING</b>	Marie Campbell Davies Ricardo Garcia Tina Peacock (Tribal) Andy Robinson V Howells
<b>EXTERNAL REPORTING</b>	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
<b>INTERFACING</b>	Jim O'Meara Chris Hopkins Danny Pond John Holman H Patel D Gold
<b>DATA MIGRATION</b>	J O'Meara D Pond H Patel
<b>SITS STUDENT PORTAL</b>	No working group set up
<b>SITS STAFF PORTAL</b>	No working group set up


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

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

## 5. KEY ISSUES/POINTS FOR THE SISPB

AREA	ISSUE/POINT	RAG
5.1. <b>Resource</b>	<p>Sabia Tobias was assigned Module Registration has now been taken off SIS work to ensure that operational data in SRS is ready. Mark Ferris who is assigned to Finance and Fees in SIS has agreed to oversee Mod Reg.</p> <p>Helen McGeachy has resigned and her replacement is being recruited. Still undecided as to who will take over Awards Assessment and progression work when Helen leaves.</p> <p>Leigh Ward has joined the SISPT on a 0.4fte per week secondment. He will be leading on all aspects of PBI (SRS29 – CAS/VCE &amp; SRS30 – Student Engagement).</p> <p>The resignation of Marie Campbell Davies will also affect the SIS Project. Marie has been central to the Student Records implementation - her knowledge in this area being detailed and extensive. Currently, the SISPT are trying to get as much information from her before she leaves. Where I think her value will be most missed will be during August and September – the Go Live period.</p> <p>Rhiannon Thompson will soon be on maternity leave (23<sup>rd</sup> April). This will affect SIS issues relating to Research Records. See Risk 9 Update.</p> <p>Chris Hopkins has resigned his position in IT. He has been the main link with the SISPT on Agresso, Kinetics, Stu Talk, RMS, VLE and HR interface work. He has been working on the project for nearly 2 years.</p>	A
5.2. <b>Training Plan</b>	<p>I have asked Oakleigh Consultancy to supply resource to deal with this key area. The remit of the resource will be:</p> <ul style="list-style-type: none"> <li>• An immediate need for work to be completed with regards to the formulation of a user training programme for institutional staff.</li> <li>• Broader support on an ad hoc basis to the SIS Project Team you and colleagues involved in the project – a “critical friend”.</li> </ul> <p>Proposed cost for 30 days - £18,000 excl. VAT</p> <p><b>Recommended that the SISPB accept the proposal.</b></p>	A
5.3. <b>Academic Model</b>	<p><b>Module and Diet returns</b> Refer to section 6.1</p>	A
5.4. <b>Academic Model</b>	<p><b>MPhil/PhD &amp; the HESA Return .</b> Paper being written by Rhiannon Thompson and a recommendation will be made to QMSE. This is in progress.</p>	
5.5. <b>Awards, Assess, Progression –  Joint Programme</b>	<p>The <b>Joint Programme</b> does not operate in accordance with the 2 methods which have been approved for establishment in SITS</p> <p><b>Option 1: Standard</b> Students Re-sit the elements they have failed</p> <p><b>Option 2: 100% Synoptic</b> Students undertake synoptic re-assessment which is 100% weighted. This completely wipes the inclusion of previously passed elements within the</p>	A

	<p>overall module calculation. Once synoptic is used this becomes the only assessment which SITS factors into the overall module calculation</p> <p>The Joint Programme operates the following hybrid. They operate synoptic reassessment for the Course Work element only, and would like to still include the examination mark from the previous attempt BUT have a synoptic course work element. Laurie would like the system to bring forward the exam mark passed previously and combine it with a synoptic course work mark.</p> <p><b>Solution:</b> The SISPT can potentially set up synoptic reassessment for two elements 1 for the examination and 1 for the synoptic course work. This would however require the department to re-enter the previously entered examination mark at the second attempt so that SITS can factor it into the overall module calculation.</p> <p><b>The SISPB are asked to consider this exception and decide whether the Joint programme should fall into line with the rest of the College or be allowed to proceed as outlined above.</b></p>	
<p>5.6. <b>Awards, Assess, Progression – Mark Schemes</b></p> <p><b>Extenuating Circumstances</b></p>	<p>Where a student has failed a module with a mixture of failed elements, some with accepted extenuating circumstances and some not, SITS will send the student into re-assessment as a First Attempt for all failed elements not just ones with accepted extenuating circumstances, eg:</p> <p><b>Attempt 1:</b> Course Work 1 - Passed Course Work 2 – Failed with Accepted Extenuating Circumstances Examination – Failed – No Accepted Extenuating Circumstances</p> <p>SITS will create re-assessment records at Attempt 1 again for the following elements: Course Work 2 – Attempt 1 Examination – Attempt 1</p> <p>However, the College would expect SITS to generate the following:  Course Work 2 – Attempt 1 Examination – Attempt 2</p> <p><b>Solution.</b> The SISPT will require departments to re-enter the failed item mark so that they are correctly combined with the re-sit as the first attempt element. Then, if the student still failed, the Attempt 2 record would be generated correctly.</p> <p><b>The SISPB are asked to note this.</b></p>	
<p>5.7. <b>Departmental Analysis – Oakleigh Report</b></p>	<p>SISPB members are asked to reply to the report by <b>Friday 7<sup>th</sup> May</b> .</p> <p>Do we want Oakleigh to attend a SISPB to discuss the report once the feedback period has been completed. Possible dates are: Thursday 20<sup>th</sup> May Tuesday 8<sup>th</sup> June Tuesday 22<sup>nd</sup> June</p> <p><b>The SISPB to decide so Oakleigh can plan accordingly.</b></p>	

<p>5.8. <b>Future SISPB Meetings</b></p>	<p>Main report to be done once per month at the last meeting in a month. Interim update reports to be produced for the mid month meeting.</p> <p><b>The SISPB are asked to approve this reporting structure.</b></p>	
<p>5.9. <b>Academic Model – Programmes Committee Process Review</b></p>	<p>Appendix 1 gives details of the ongoing work required to support the Academic Model. The data contained in this table was taken from proposals from Programmes Committee that recently met.</p> <p>The SISPT would like to have a review of the process to ensure that when a programme proposal comes before the Programmes Committee, all necessary paperwork is completed and all issues are resolved.</p> <p>QA staff need to become more familiar with the Academic Model and/or a SISPT member sitting on the Programmes Committee. This latter would be an interim solution while QA staff become acquainted with SITS.</p> <p><b>Rg 19 (ii) MSc Gastroenterology</b> – this was a programme that has been approved but the modules were not correctly defined. In SITS, this cannot be set up correctly and will remain a piecemeal solution in SITS. With the introduction of SITS, the accurate definition of Programmes, Modules and Diets is essential for the benefit of SITS to be realised.</p> <p><b>The SISPB are asked to discuss.</b></p>	



## 6. PRODUCT PROGRESS REPORT

### 6.1.ACADEMIC MODEL

#### A. Collection of Data

Current status.

	Basic Module Info	Basic Diet Info	Supplementary Info
<b>SLLF UG</b>	<b>No information received</b>  <b>Action:</b> Meetings between A Robinson and Jill Evans continuing.	Some diet information remains outstanding	<b>No information received</b>  <b>Action:</b> Meetings between A Robinson and Jill Evans taking place.
<b>SLLF PGT</b>	<b>No information received</b>  <b>Action:</b> Meetings between A Robinson and Jill Evans taking place.	Some diet information remains outstanding	<b>No information received</b>  <b>Action:</b> Meetings between A Robinson and Jill Evans taking place.
<b>English &amp; Drama UG</b>	Received initial information though level of queries very high and most queries still outstanding  <b>Action:</b> M Shiach to chase 13/4/10  In J Gault's absence, Mathew Mauger will be looking into this	Received the diet information but as presented they will not work. After a number of meeting with J Gault, the SISPT are still waiting for the diet info.  <b>Action:</b> M Shiach to chase 13/4/10	We have received this though the Ac Model cannot be updated as the base data is incomplete.
<b>English &amp; Drama PGT</b>	Received initial information though level of queries very high and most queries still outstanding  <b>Action:</b> M Shiach to chase 13/4/10  In J Gault's absence, Mathew Mauger will be looking into this	Information – nearly completed  <b>Action:</b> M Shiach to chase 13/4/10	We have received this though the Ac Model cannot be updated as the base data is incomplete.  <b>Action:</b> M Shiach to chase 13/4/10
<b>History UG</b>	Recoded module information sent to SISPT. Gaps still exist and are being chased.	Diet information has been sent. Gaps still exist and are being chased.	Recoded module information sent to SISPT. Gaps still exist and are being chased..
<b>History PGT</b>	Recoded module information currently being undertaken by dept.	No Diet information received	Recoded module information currently being undertaken by dept.
<b>SMD PGT</b>	B Hewitt and Emma Wynne are now the	B Hewitt and Emma Wynne are now the	B Hewitt and Emma Wynne are now the

	<b>Basic Module Info</b>	<b>Basic Diet Info</b>	<b>Supplementary Info</b>
	resource allocated to complete this work.  A detailed list of what is required has been sent to R Bennett including instructions as to how it should be filled.	resource allocated to complete this work.  A detailed list of what is required has been sent to R Bennett including instructions as to how it should be filled.	resource allocated to complete this work.  A detailed list of what is required has been sent to R Bennett including instructions as to how it should be filled.
<b>SMD UG Intercalated</b>	B Hewitt and Emma Wynne are now the resource allocated to complete this work.  A detailed list of what is required has been sent to R Bennett including instructions as to how it should be filled.	B Hewitt and Emma Wynne are now the resource allocated to complete this work.  A detailed list of what is required has been sent to R Bennett including instructions as to how it should be filled.	B Hewitt and Emma Wynne are now the resource allocated to complete this work.  A detailed list of what is required has been sent to R Bennett including instructions as to how it should be filled.

## **B. Academic Model – Demonstrations/Education**

A series of sessions have been held for College staff on the Academic Model. To date two sessions have taken place with 74 people signed up for attendance and 67 actually attending – 91% attendance rate.

Further sessions have been planned.

## **6.2. STUDENT RECORDS**

### **6.2.1. Student Program Maintenance**

Nothing to report – specification being written and in progress.

### **6.2.2. Student Enrolment**

There are three parts to this implementation.

#### **A. Pre-enrolment**

Build, 60% complete. Demonstration to the EIG on 30th April for initial feedback

#### **B. Re-enrolment**

Spec to be approved by EIG chair's action (M Campbell-Davies) and then signed off by W Appleby by 23rd April.

#### **C. Student Enrolment by Staff (SITS Enrol)**

Spec to be approved by EIG chair's action (M Campbell-Davies) and then signed off by W Appleby by 23rd April.

Once the above specs have been signed off, the following tasks will be worked upon.

**D. Distance Learning** (not started)

This will be a variant on the Pre-Enrolment task. Includes provision for BUPT.

**E. Quick Applicant Set Up task** (not started)

This task will be a “net” for any students that are captured by the main enrolment tasks. It will be based on a pre-defined Tribal task.

**F. Occupational Health Task** (not started)

This task will update SITS directly with clearance checks that will then be visible to staff using the SITS Enrol task.

**G. Disability and Dyslexia Unit** 

Specification is in the process of being written.

**H. On Line Application Form** 

Monthly drop in sessions now taking place.  
User meeting organized for end of May.

**6.2.3. Module Registration** 

The first of a number of planned Module Registration demonstrations took place on 16<sup>th</sup> April with 37 people from a variety of academic departments. Generally, the solution was well received with some useful comments from the staff particularly around the issue where a Programme Academic Approver (PAA) was assigned but not able to do the approval, due to illness etc.

For the academic year 2010/11, a sub group will be set up to refine the Module Registration process in the light of the initial release. Some reports were suggested would be useful for August 2010.

**A. PAA Assignment and Report**

Unit testing being carried out.

**B. Diet Generation and Error Report**

Unit testing being carried out

**C. Exception Report – Incomplete/Outstanding tasks**

Unit testing being carried out

**D. Exclusions from eMR**

e.g. Text for Retakes Students and other documents  
Unit testing being carried out

**E. Re-confirmation task**

Unit testing being carried out (required January 2010)

**F. RGD – Set up of Role Groups for different activities**

These include: Initial Selections, Re-confirmation and Pre-selections. Complex piece of work – in progress.

**6.2.4. PBI** 

Leigh Ward assigned to lead this piece of work for SITS - 0.4 fte. He will be responsible for both SRS 29, CAS/VCR and SRS 30, Student Engagement. Start date 23<sup>rd</sup> April.

Jo Eaglesham will be the lead consultant from tribal.

Consultancy session for SRS 29 – CAS/VCR will take place 23<sup>rd</sup> April.  
Consultancy for SRS 30 has taken place 26<sup>th</sup> March.

#### **6.2.5. Student Personal Maintenance**

Nothing to report.

### **6.3. ASSESSMENT, PROGRESSION, AWARDS**

#### **6.3.1. Mark Schemes**

##### **A. Standard**

Full unit testing undertaken where issue arose regarding extenuating circumstances – see 5.6 above.

##### **B. MBBS**

Approval testing started 30/3/10  
Re-testing after some minor modifications.

##### **C. BDS**

Some difficulty in identifying resource to do the testing, though this is not critical for August. Liz Davenport has been contacted and testing is being re-scheduled.

##### **D. BUPT**

Joint Programme Pass/Fail scheme still to be created.  
Other 2 schemes need to be amended to take account of changes to standard schemes.  
All then need testing.

##### **E. LLB**

Manual process for 2010/11 – process being written up.

#### **6.3.2. Mark Entry**

##### **A. General**

ARCS to confirm that suggested list of access for supervisor level within departments.  
Advanced Standing Task – ARCS have confirmed that OK  
Data entry of study abroad marks task – ARCS have confirmed OK

Joint Programme wish to upload all marks by spreadsheet. Interim solution in place for modules marked under Chinese scheme.

##### **B. SMD & English and Drama**

Nothing to report.

#### **6.3.3. Award Rules**

Clarification of award rules for the Joint Programme in progress.

#### **6.3.4. Progression Award Rules**








Nothing to report.

### A. Progression Rules – non Award





Nothing to report.

### B. 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. Amendments to be specified are in hand. Will then be signed off.
Module Statistics - UG		W Appleby	2 Jan 11	A demonstration was given of work so far. Amendments to be specified in progress.
Individual Student Performance - UG		W Appleby	3 Jun 11	Waiting ARCS signoff.
Overall Student Summary - UG		W Appleby	3 Jun 11	In progress
Individual Student Performance - EE		W Appleby	3 Jun 11	In progress
Overall Student Summary - EE		W Appleby	3 Jun 11	In progress
Overall Student Summary - PG		W Appleby	2 Jan 11	In progress



#### LLB

Title	RAG	Owner	Required By	Comments
Module Results – LLB		W Appleby	3 Jun 11	In progress
Module Statistics - LLB		W Appleby	3 Jun 11	Waiting feedback from ARCS.
Individual Student Performance - LLB		W Appleby	3 Jun 11	Waiting feedback from ARCS
Overall Student Summary - LLB		W Appleby	3 Jun 11	Waiting feedback from ARCS

#### BUPT

Title	RAG	Owner	Required By	Comments
Module Sheet – BUPT		L Cuthbert	3 Jun 11	Spec in production.
Summary Sheet - BUPT		L Cuthbert	3 Jun 11	Spec in production.
Individual Student Performance - BUPT		L Cuthbert	3 Jun 11	Spec in production.
Overall Student Summary - BUPT		L Cuthbert	3 Jun 11	Spec in production.

#### 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	ARCS to sign off
Pass List – Supplementary UOL & QMW		W Appleby	23 Aug 10	Signed off. Build to start
Pass List - UOL		W Appleby	3 Jun 11	Signed off. Build to start
Pass List – Final UOL		W Appleby	3 Jun 11	Signed off. Build to start
Pass List – Research		R. Thompson		Awaiting sign off following some recent changes.
Pass List – QMW		W Appleby	3 Jun 11	Signed off. Build to start
Pass List – Final Medical		S Coker	3 Jun 11	Signed off. Build to start
Pass List – Dentistry		S Coker	3 Jun 11	Signed off. Build to start
Final Transcript - Std UG, PG and BUPT		W Appleby	2 Aug 10	Specified and built , and with ARCS for final approval Requires testing once approved.
<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	Prototype built. J Pallant to liaise with T Revest to review.
Final Transcript - BDS		J Pallant	2 Aug 10	Prototype built. J Pallant to liaise with L Davenport to review.
Progression Award outcome letters Possibly made up of: ➤ Std UG ➤ Std PG ➤ MBBS ➤ BDS ➤ M.Clin.Dent		W Appleby	3 Jun 11	Tribal resource assigned – start April 2010. Work commences June.
Module Results and Progression Outcomes	Not started	W Appleby	3 Jun 11	
Reassessments – Opt In/ Opt		W Appleby	2 Aug 10	MCD reviewed – some changes.

Business Area	RAG	Sign Off	Delivery Date	Note
Out				Will need final approval and sign off.
Research Awards Task	<b>G</b>	W Appleby	27 Aug 10	Completed and signed off – docs in production

## 6.4. FINANCE AND FEES

### A. Fees Generation **G**

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.

### B. Student Loan Company interface **G**

In progress – nothing to report.

### C. Agresso interface – SITS to Agresso **A**

A specification has been passed to the Agresso team. No response received as yet. SISPM to escalate with Agresso Team.

### D. Student bank details from SITS to Agresso **A**

As C above.

### E. Bursaries – staff management task (SLC) **G**

Available to Bursaries staff for test processing of students.

### F. Access to Learning Fund – Staff management task

Not started yet.

### G. Access to Learning Fund – Student application task **G**

In progress – near completion.

### H. *Minor bursary fund – Staff Task* **G**

*This has been subsumed into Bursaries staff management task.*

### I. Minor bursary fund – Student task – Tower Hamlets **G**

Completed. With L Green and her team for further testing.

### J. Minor bursary fund – Student task – UOL Fund **G**

Completed. With L Green and her team for further testing.

### K. Minor bursary fund – Student task – SMD Dean's Benevolent Fund **G**

Build 75% completed. .

### L. Bursaries – PGR **G**

Appointments form completed. Ready for testing.

### M. *Exam Fee Registration* **G**






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

## 6.5. EXAMINATION SCHEDULING

- A. 7 Letters** – query o/s with ARCS
- B. Script Receipts Report** – spec written, with ARCS for approval. Next stage is build.
- C. Register of Attendance Report**  
Spec written, build completed, waiting for sign off. Might require some minor modifications.
- D. Invigilator Report Form**  
Spec written, build completed. Waiting sign off from ARCS
- E. Departmental Module Information Report**  
Spec written waiting approval. Next stage, build.
- F. Special Arrangements Report**  
Spec written waiting approval. Next stage, build.
- G. Exam Stationary Report**  
Spec written waiting approval. Next stage, build.
- H. Candidate List**  
Spec written waiting approval. Next stage, build.
- I. Invigilator Candidate List**  
Spec written waiting approval. Next stage, build.
- J. Exam Timetable Web Task**  
Spec written waiting approval. Next stage, build.

Base Table Data Set Up in SITS for full component testing, is currently being undertaken.

## 6.6. EXTERNAL REPORTING

- A. HESES (Oct 2010) **  
Set up continuing. Working in close association with Planning Unit.  
Target to test HESES by end of May.
- B. HESA (Jan 2011) **  
Set up of tables continuing with Planning Unit.
- C. TARIFF CALCULATOR (Jun 2010) **  
Working towards a full test against a full set of data.  
Planning Unit have requested a number of late modifications that are being considered by the SISPT.
- D. RAS (Aug 2010) **  
Simple data extract.
- E. RAE (REF) **  
HEFCE have not yet published the specification for this.



**F. DLHE (Apr 2011)** 

Simple data extract.

**G. NSS (Oct 2010)** 

Simple data extract.

**6.7. DATA MIGRATION**

This can be divided into three separate sections:

**A. Student/Programme Migration** 

95% completed. Some additional data has been added. Ongoing process eg Fee data being specified.

**B. Results Records Migration** 







Good progress with mapping.










**C. Student Data Migration** 

95% completed. Some additional data has been added. Ongoing process, eg PBI data will need to be included

**6.8. INTERFACES**

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

Business Area	RAG	Sign Off	Delivery Date	Note
<i>Resource Link interface</i>		<i>J Holman SISPT</i>		<i>Live 2 Mar 10</i>
WebCT interface phase 1 – replicate SRS interface		S Brenton IT	Aug 2010	Original approach too complex for August 2010, though work will continue for 2010/11.  Contingency being discussed.
Kinetics part 2.1: Main student interface data out of SITS interface		B Ashcroft	Aug 2010	Spec and build nearly completed
Kinetics part 2.2: Term time address interface back into SITS		B Ashcroft	Aug 2010	Spec written. Build underway (30%)
SITS to RMS interface		J Holman, Rh. Thompson	Aug 2010	Specification in progress
RMS to SITS interface		J Holman, Rh. Thompson	Oct 2010	Specification in progress

Business Area	RAG	Sign Off	Delivery Date	Note
Student Card Management interface		W Appleby	Aug 2010	Specification in progress Build in progress.
Student Union interface		C Hopkins	Aug 2010	Specification in progress Build in progress.
Advice and Counseling interface		L Sequeira	Aug 2010	J Holman to speak to developer to determine workloads involved in pointing A&C at SITS rather than SRS.
SITS to IT services interface (library)		M Evans	Aug 2010	Specification written. Build nearly complete (95%).
IT services to SITS interface (library)		M Evans	Aug 2010	Specification in progress.
SITS to Library interface		J Acland	Aug 2010	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 Boucher T Revest	Aug 2010	Start June
Applicant LDAP Interface		M Evans	Aug 2010	SITS generated applicant password and user name into LDAP tree. Not started.
Resource Link – Staff Account Creation System				Data in SITS-PRS table missing information – eg usernames (1900 at last count). This will affect sign on to SITS.  There is supposed to be a link between IT Liaison and HR resource Link should be resolving this issue but there are still issues with the data.

## 6.9. PORTALS

**A. Student Portal**   
In progress.

**B. Staff Portal**   
In progress.

## 6.10. OTHER WORK

**A. Data Dictionary and Reporting Tool** 

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

**B. Load Testing** 

IT is currently working with SISPT to set up data to undertake a load testing exercise. A Tribal Technical group meeting is meeting in May to advise HEIs how to set up eVision delivery top avoid any crashes. SISPT will be attending.

**C. Communications** 

Refer to SIS Communications Meeting note sent out with this report.

**D. Training Plan/Time Line** 

Refer to 5.2 above.

**E. Post Go Live Support** 

No progress to report.


**F. UNICODE Upgrade** 

Release 8.3.0 with Unicode has been applied to SITST environment. At the moment Agresso and Unicorn do not accept Unicode. If testing is successful the proposal is to go with Unicode but not accept Unicode characters.

Release 8.3.1 (May 2010) will require the College to take Unicode. With current workloads, 8.3.1 will not be applied till 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 SISPB have been asked to send comments to the SISPM by 7<sup>th</sup> May.

## 7. FINANCIAL STATEMENT

Refer to report sent out with this report.

**8. APPENDIX 1 - Current Academic Model Support Work.**

Item	Description	Issue 1	Issue 2	Issue 3	Status in SITS
5(i)	MSc Computational Aided Engineering	Approved at Part 2 but the name changed between Parts 1 and 2. It will have been advertised under the old name. This should have been picked up and resolved before it got to SISPT.	Some modules described in the diet do not exist so diet cannot be created. At Part 2 all modules ought to be approved at the same time as the programme. When will the modules be approved?		Programme entered in Academic Model but diet incomplete.
6(i)	With Year in Industry to be added to all BEng, BSc(Eng) and BSc programmes in EECS	Approved at Part 1. Currently there are three programmes in CS which are suffixed "with Industrial Experience" rather than "with a Year in Industry". This should have been picked up and resolved before it got to SISPT. We will go with "with Industrial Experience" since this already exists.	On the EE side, has anyone considered which module the students will do on the year out? CS students do DCS250; will EE students do that as well? Currently DCS250 is only 30 credits; EECS was reviewing the size of this module to see whether they could get it up to 120 credits so that the degree became 480 credits in total. Has any progress been made?	This is a Part 1 approval yet the programmes are expected to start in September 2010. This is a very tight turnaround. The Programmes Committee needs to consider what is a fair period between Parts 1 and 2. At what stage is it expected to go to Part 2 and how will that impact on the go-live?	Awaiting confirmation of UCAS codes before programmes and diets can be created.
6(ii)	MSc Security and Surveillance	Approved at Part 2. Some modules described in the diet do not exist so diet cannot be created. At Part 2 all modules ought to be approved at the same time as the programme. When will the modules be approved?			Programme entered in Academic Model but diets incomplete.
7(i)	MSc Aquatic Ecology by Research	Approved at Part 2 subject to clarifications. Some modules described in the diet do not exist so diet cannot be created (in fact the approval paperwork indicates that no new modules are required despite going on to mention a 135 credit Independent Research Project which does not exist. At Part 2 all modules ought to be approved at the same time as the programme. When will the modules be approved?			Programme entered in Academic Model but diets incomplete.

Item	Description	Issue 1	Issue 2	Issue 3	Status in SITS
7(ii)	MSci Chemistry	Approved at Part 1. Admissions checking to see whether we can re-instate the old F101 code.	Some modules described in the diet do not exist so diet cannot be created. Presumably these modules will be approved at Part 2?	This is a Part 1 approval yet the programmes are expected to start in September 2010. This is a very tight turnaround. The Programmes Committee needs to consider what is a fair period between Parts 1 and 2. At what stage is it expected to go to Part 2 and how will that impact on the go-live?	Awaiting confirmation of UCAS codes before programmes can be created and creation of modules before diets can be created.
8(i)	BSc Particle Physics and MSci Particle Physics	Approved at Part 2. Some modules described in the diet do not exist so diet cannot be created. At Part 2 all modules ought to be approved at the same time as the programme. When will the modules be approved?			Programmes entered in Academic Model but diets incomplete.
9(i)	MA Community Organising				Fully created in SITS - exemplary paperwork!
10(i)	MSc Accounting and Finance	Approved at Part 2 subject to clarifications. Modules also approved.			Awaiting confirmation of programme code before programme can be created and new module codes before diets can be created.
11(i)	MA Comparative Literature	Approved at Part 1.	This is a Part 1 approval yet the programmes are expected to start in September 2010. This is a very tight turnaround. The Programmes Committee needs to consider what is a fair period between Parts 1 and 2. At what stage is it expected to go to Part 2 and how will that impact on the go-live?		Programmes entered in Academic Model but diets incomplete.

Item	Description	Issue 1	Issue 2	Issue 3	Status in SITS
12(i)	Pre-Sessional English (four weeks)	Approved at Part 1.	This is a Part 1 approval yet the programmes are expected to start in September 2010. This is a very tight turnaround. The Programmes Committee needs to consider what is a fair period between Parts 1 and 2. At what stage is it expected to go to Part 2 and how will that impact on the go-live?		Awaiting confirmation of UCAS codes before programme can be created.
12(ii)	Pre-Sessional English (eight weeks)	Approved at Part 1.	This is a Part 1 approval yet the programmes are expected to start in September 2010. This is a very tight turnaround. The Programmes Committee needs to consider what is a fair period between Parts 1 and 2. At what stage is it expected to go to Part 2 and how will that impact on the go-live?		Awaiting confirmation of UCAS codes before programme can be created.
12(iii)	Pre-Sessional English (12 weeks)	Approved at Part 1.	This is a Part 1 approval yet the programmes are expected to start in September 2010. This is a very tight turnaround. The Programmes Committee needs to consider what is a fair period between Parts 1 and 2. At what stage is it expected to go to Part 2 and how will that impact on the go-live?		Awaiting confirmation of UCAS codes before programme can be created.
13(i)	MRes Medical Research	Approved at Part 1. We will need to create three separate records in SITS, one FT, one PT and one variable over three years.	This is a Part 1 approval yet the programmes are expected to start in September 2010. This is a very tight turnaround. The Programmes Committee needs to consider what is a fair period between Parts 1 and 2. At what stage is it expected to go to Part 2 and how will that impact on the go-live?		Awaiting confirmation of programme code before programme can be created.
14(iv)	MSci Pharmaceutical Chemistry with a Year in Industry	Programme amendment approved. Missing some new modules so cannot create diet. When will the modules be approved?			Programme already exists in Academic Model but diet incomplete.
14(viii)	BSc Psychology	Programme amendment approved subject to clarification. Missing some new modules so cannot create diet. When will the modules be approved?			Programme already exists in Academic Model but diet incomplete.

Item	Description	Issue 1	Issue 2	Issue 3	Status in SITS
15(ii)	PGCert Intellectual Property Law	Programme amendment approved. Unclear whether new modules will be created; it looks like we should be creating new modules and withdrawing the old ones. If so, when will the modules be approved?	Diet is currently described in Academic Model but will be out of date if module codes change.		Programme already exists in Academic Model but diet unclear.
16(i)	LLM Law (Media Law route)	Programme amendment approved subject to clarification. Programme paperwork needed. Diet not possible until full programme paperwork comes through.			Programme already exists in Academic Model but Route not yet defined and diet incomplete.
19(ii)	MSc Gastroenterology	Programme amendment approved subject to clarification. Clarification needed before we can make changes in the Academic Model.	I have sought on numerous occasions clarification of the strange variants of the programme A3TV (=A3TR + 12 months associate) and A3TW (=A3TR + 3 months associate). I think this is contrary to regs but it has never been resolved. Please could QA investigate urgently.	I understand that this programme should not have been approved because the modules were not correctly defined but it was approved anyway. That's just nonsensical and sends out completely the wrong message.	Programme already exists in Academic Model but new Routes not yet defined and diet incomplete.
19(iii)	PGDip DL Gastroenterology	Programme amendment approved. Issue is that DL programmes need a different set of modules associated with them especially where the modules on the "normal" programme are price group A. HEFCE insist that DL programmes cannot have price group A modules therefore department/QA need to come up with new modules.			Programme not yet defined in Academic Model as I am waiting for clarification of modules from QA. Diet incomplete.
19(iv)	PGDip Primary Care	Programme amendment approved subject to clarification.			Programme not yet defined in Academic Model as I am waiting for clarification of modules from QA. Diet incomplete.
20-24	Various withdrawals	Cannot action because not considered.			Still live in all areas.

Item	Description	Issue 1	Issue 2	Issue 3	Status in SITS
25(i)	MPhil/PhD Media and Arts Technology	Structurally different to all other MPhil/PhD combinations in that it has a taught element which must be passed in order to progress to the PhD. We may need to define this in a completely different way in the Academic Model because it mixes taught postgraduate with research.			Programme already exists in Academic Model but may need revision and diet incomplete.