



Student Information System Project Manager's Report


Report Period: 23rd April – 20th May 2010

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Name	sis pm report 2010 05 20.doc


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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 deliverables for Phase 2 of the SIS Project are:

Admissions

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

Academic Model (inc. MBBS and BDS provision)

- Programmes
- Modules
- Diets
- Academic Model Structure – Confirmation Task for Departments

Student Records

- On line Pre-enrolment
- On line Re-enrolment
- On line SITS enrolment – staff enrolls for student
- On line Student Personal Maintenance
- On line Distance Learning enrolment
- On line Disability and Dyslexia
- On line Occupational Health enrolment
- Quick Applicant set up
- Module Registration Pre-enrolment
- Module Registration – Re-confirmation (semester 2)
- On line Student Programme Maintenance

- PBI – CAS and VCR
- PBI – Student Engagements

Finance and Fees

- Tuition Fee Matrix set up
- Fees Generation
- Agresso interface – SITS to Agresso
- Student Loan Company interface
- Student bank details from SITS to Agresso
- Bursaries – staff management task (SLC)
- Access to Learning Fund – Staff management task
- Access to Learning Fund – Student application task
- Minor bursary fund – Student task – Tower Hamlets
- Minor bursary fund – Student task – UOL Fund
- Minor bursary fund – Student task – SMD Dean's Benevolent Fund
- Bursaries – PGR

Awards Assessment and Progression

- Mark Schemes - Standard
- Mark Scheme – MBBS (different marks scheme for each year of study)
- Mark Scheme – BDS

Mark Scheme – BUPT
Mark Scheme – LLB
Mark Entry - All
Mark Entry - SMD via VLE
Mark Entry - English and Drama via VLE

Pass List - Research
Final Transcript Std UG, PG, BUPT
Final Transcript MBBS
Final Transcript BDS

Reassessments – Opt In/ Opt Out
Research Awards Task
Enter Thesis Title and Submission Date Task
Advanced Standing Credit Task
Study Abroad Credit Task

SEB Report - BDS
 Module Results – BDS
SEB Report - MBBS
 Module Results – MBBS

Examination Scheduling (ready for Jan 2011)

Examination Scheduling - Main Build
7 Student Letters
Exam Stationery Request Form
Invigilators Report Form
Invigilator Candidate List
Register of Attendance Form
Screen - Full List of Exams a student is scheduled for (not week by week as currently done)
Script Receipt build
Student Candidate List
Training Documentation - Exam Scheduling
Departmental Confirmation of exam data
Special Arrangements
Additional reports (total 4)

External Reporting

RAS (Aug 2010)
DLHE (Aug 2010)
NSS (Aug 2010)
HESA (Aug 2010)
Tariff Calculator (Oct 2010)
HESES (Oct 2010)
RAE (new report – awaiting format and content)

Interfaces

WebCT interface phase 1 – replicate SRS interface
Kinetics part 2 interface
SITS to RMS interface
RMS to SITS interface
Student Card and Photograph Management System

Building Security Access Interface
Student Union interface
Advice and Counseling interface
SITS to IT services interface (library)
IT services to SITS interface (library)
SITS & ITS to Library interface
SITS to VLE Mark Entry for MBBS and English/Drama - tbd
Applicant LDAP Interface - tbd

Data Migration

Programmes migration
Student records migration
Results/Modules records migration
CAS records migration
Studentships migration
Qualifications migration
ELQ Question/Answers migration
Previous Card Requests
Research Supervisors records migration

Student Portal

Staff Portal

Additionally, the scope has been increased by:

- 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.

2 new risks have been included in the current report.

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
SITS STUDENT PORTAL	No working group set up
SITS STAFF PORTAL	No working group set up

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

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

5. KEY ISSUES/POINTS FOR THE SISPB

AREA	ISSUE/POINT	RAG
5.1. Mark Entry - English and Drama	Some discussions around this area have been ongoing with W Boucher. A letter to the SISPB has been sent and will be discussed as part of the meeting.	
5.2. ELQ Rates	<p>The SISPM has requested that Morag Shiach as Chair of the Costing and Pricing Group look into this matter with particular attention to the Institutes. The situation is as follows:</p> <ul style="list-style-type: none"> • the William Harvey Research Institute has said that it will charge ELQ status students at the overseas rate • the Institute of Health Science Education will not charge an ELQ rate at all i.e. it will charge the normal Home fee rate regardless of ELQ status • the institutes of Cancer, Dentistry, Cell & Molecular Medicine and the Wolfson, apparently, have forwarded their rates to Neil Rayment (ARCS) and asked these to be sent on to the Fees Office. To date, the Fees Office has not received them <p>The next Costing and Pricing Group meets 20th May</p>	
5.3. Associates	<p>There seems to be some concern around how the College will process Associate students within SITS and the setting of module availability targets for them. A meeting has been scheduled for Monday 17th May to discuss with concerned stakeholders.</p> <p>The proposed process, changes the responsibility for approving module choices from the student to Central Services coordinating the module approval among departments. Availability targets can be set by departments beforehand and, if required, adjusted if demand dictates.</p>	
5.4. Academic Model	See section 6.1	
5.5. Enrolment Deadlines	<p>Paper on the importance of deadlines to go to QMSE, 18 May 2010.</p> <p>(See risk Log – risk 21).</p>	
5.6. Departmental Analysis – Oakleigh Report	<p>2 SISPB members returned comments on the report. The SISPB need to decide what to do next.</p>	
5.7. PBI	<p>CAS specification circulated for comments. Some important information required for CAS is currently collected in a manual process and attempts are being made to automate this.</p> <p>Agresso is not able to:</p> <ul style="list-style-type: none"> * apportion payments against individual courses of study: * distinguish between payments made for fees or accommodation for the current year or for a future year. <p>This issue was raised with Liz Smith who has initiated some work within the</p>	

	Agresso team to try and ensure that information passed to SITS from Agresso can be used to produce CAS letters.	
5.8. Special Regulations	Award rules and the Academic Model need to reflect the current situation with regard to Special Regulations. The current set of regulations in use by the SISPT, are for 2007/2008 and does not reflect College practice.	
5.9. Output from the Programmes Committee	The information supplied to the SISPT from the Programmes Committee is often incomplete. There has been a substantial amount of chasing by the SISPT to obtain complete data for inclusion in the Academic Model. QA to communicate with depts. about the importance of completing the new Module Approval Form before submission to the Programmes Committee.	
5.10. UAT	Due to the prolonged specification and build period, it seems likely that a full UAT will be unable to be completed. Currently, we are ascertaining how much UAT can be done and a schedule is being written. See Risk Log , risk 11	
5.11. Training	A training schedule has been written and is being considered by the SISPT. It seems likely that we will need to take a pragmatic approach which may fall short of an ideal delivery.	
5.12. Health Clearance Checks	Some discussion around Health Clearance checks is on-going. Questions over how the College wishes to deal with these include: <ul style="list-style-type: none"> • How many clearances checks are required for PG and UG SMD • What constitutes a health check requirement? • At what stage in the Admissions process can checks be enabled? • Which checks will be available at Enrolment and can result in Temporary Enrolment? • Where can we exclude applicants from being transferred (ATR'd) ready for pre-enrolment where they have not met checks during the admissions process? R Bennett asked to clarify the situation for the SMD.	
5.13. SCBS – Wednesday Afternoons	During a meeting with SCBS concerning departmental systems a request that a flag somewhere on SITS (eg. enrolment, student personal maintenance screen) could be introduced to indicate whether the student would Opt Out of Wednesday afternoon's extra-curricula activities. This would help SCBS with a timetable log jam. The SISPT require some guidance as to whether this is permissible.	

6. PRODUCT PROGRESS REPORT

6.1.ACADEMIC MODEL

A. Collection of Data

	Basic Module Info	Basic Diet Info	Supplementary Info
SLLF UG	R No information received	R Some diet information remains outstanding	R No information received
SLLF PGT	R No information received	G Diets complete	R No information received
English & Drama UG	G	G see Note below	G
English & Drama PGT	G	G	G
History UG	R Initial work sent to SISPT contained too many errors.	R Still waiting for: Journalism and Contemp. History	R Initial work sent to SISPT contained too many errors.
History PGT	R No information received	R No information received	R No information received
SMD PGT	R See Risk Log - Risk 19		
SMD UG Intercalated	R See Risk Log - Risk 19		

Note

The diets for UG joint programmes taken between SLLF, E&D and History need to be defined fully. E&D are having difficulty in obtaining relevant information from SLLF and History.

B. Special Regulations – (see Risk Log, risk 20) **R**

C. Academic Model – Programmes Committee **A**

The work that comes out of the Programmes Committee (PC) is incomplete as regards entering it into SITS. This is becoming a substantial amount of work.

- Module work still outstanding from the March 30th meeting.
- Module work outstanding from April 28th meeting.
- Next PC meeting on May 12th.

The information supplied to the SISPT from the PC is often incomplete. There has been a substantial amount of chasing by the SISPT to ensure the relevant data.

Q&A have been asked to:

- Communicate with depts. About the importance of completing the new Module Approval Form before submission to the PC.

The process would be substantially improved if a member of the SISPT could review the documents before the meeting takes place and highlight to the PC any missing or unclear information. A member from Q&A should be involved in this process.

Alternatively, a member of the SISPT could attend the PC and check that all information is present before any approval. If the information is not complete, the academic model will not be updated and students will not be able to enroll.

D. Academic Model – Research Degrees R

For MPhil/PhD students, HEFCE model Y has been chosen by QMSE. The academic model reflects model Y but a standalone MPhil needs to be built in and is currently under construction. The progression from MPhil to PhD will be recorded as an event in SITS. How this will be done requires additional consultancy in the area of Research Degrees, (Phase 3).

There has also been a lack of clarity from the Programmes Committee around a new type of research degree that includes a taught element that references a diet. This will require a different build in the academic model. This is due for enrolment in September 2010.

E. Academic Model – Structure Confirmation Task for Departments A

The build for this will be completed by the end of May. After testing, it will be released to departments for them to check and confirm/amend the data they supplied to the SISPT regarding modules and diets. This is a pre-requisite for Go Live.

The instructions concerning what departments need to do and the how they are going to do it should be communicated by a senior manager who will also be available for any chasing that might need to be done upon request by the SISPT. The deadline for completion of this work is 30th June.

6.2. STUDENT RECORDS

6.2.1. Student Program Maintenance G

Nothing to report.

6.2.2. Student Enrolment

Health Clearance Checks A

Rob Bennett has been sent an email asking for the SMD policy as regards to these checks. These need to be modeled in SITS within the enrolment process and is a very important issue for the College given the repercussions should something go wrong.

A. Pre-enrolment G

Demo took place 13th May 2010 to the EIG.

B. Re-enrolment G

Specification approved. Very similar to the Pre-enrolment task.
Work to commence after testing for pre-enrolment has been completed.

C. Student Enrolment by Staff (SITS Enrol) G

Specification approved.

Start to build May 17th.

D. Distance Learning 

This will be a variant on the Pre-Enrolment task and added onto it.

E. Quick Student Set Up task 

Standard SITS task will require minor modifications for QM.

F. Occupational Health Task 

Task built and demonstrated to Occupational Health and Admissions.
Next stage UAT and then released to Occupational Health in early June.

G. Disability and Dyslexia Unit 

Task in progress – demonstration planned for May 14th.

H. On Line Application Form 

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

6.2.3. Module Registration

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 for January 2011)

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 

CAS specification circulated for comments. Some important information required for CAS is currently collected in a manual process and attempts are being made to automate this.


Agrosso is not able to apportion payments against individual courses of study or distinguish between payments made for fees or accommodation for the current year or for a future year.

This issue was raised with Liz Smith who has initiated some work within Agresso to try and get this information in an automated solution as opposed to a manual process as it is currently done.


6.2.5. Student Personal Maintenance 
Nothing to report.

6.3. ASSESSMENT, PROGRESSION, AWARDS


6.3.1. Mark Schemes

A. Standard 
Completed.

B. MBBS 
Completed.


C. BDS 
After an external review, some modifications will be required.

D. BUPT 
Build in progress

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


6.3.2. Mark Entry

A. General 
Out of the box solution. Either upload or manual entry.

B. SMD & English and Drama 
See 5.1 above.








6.3.3. Award Rules 
Cannot complete without Special Regulations see Risk Log – risk 20.

6.3.4. Progression Award Rules 
Cannot complete without Special Regulations see Risk Log – risk 20





A. Progression Rules – non Award 
Cannot complete without Special Regulations see Risk Log – risk 20

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
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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 Out		W Appleby	2 Aug 10	MCD reviewed – some changes. Will need final approval and sign off.
Research Awards Task		W Appleby	27 Aug 10	Completed and signed off – docs in production

6.4. 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.

B. Student Loan Company interface

In progress – nothing to report.

C. Agresso interface – SITS to Agresso

The specification has been discussed with the Agresso team.
The CAS issue was highlighted and reported as a separate entry in this report.

D. Student bank details from SITS to Agresso

As C above.

E. Bursaries – staff management task (SLC)

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

In progress – near completion.

H. Minor bursary fund – Staff Task

This has been subsumed into Bursaries staff management task.

I. Minor bursary fund – Student task – Tower Hamlets

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

J. Minor bursary fund – Student task – UOL Fund

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

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

Build 75% completed. .

L. Bursaries – PGR

Appointments form completed. Ready for testing.

M. Exam Fee Registration

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 (Aug 2010)

Set up of tables continuing with Planning Unit.

C. TARIFF CALCULATOR (Oct 2010)

Demonstrate outputs to Planning Unit planned.
Test out calculator with PU.

D. RAS (Aug 2010)

Fields identified, script being written.

E. RAE (REF)

HEFCE have not yet published the specification for this.

F. DLHE (Aug 2010)











Simple data extract.

G. NSS (Aug 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/Modules Records Migration** 
First iterative test conducted and feedback sent to SISPT. .
- C. Student Data Migration** 
95% completed. Some additional data has been added. Ongoing process, eg PBI data will need to be included
- D. CAS records migration** 
In progress.
- E. Studentships migration** 
Nothing to report
- F. Qualifications migration** 
Nothing to report.
- G. ELQ Question/Answers migration** 
Nothing to report.
- H. Previous Card Requests** 
Nothing to report.
- I. Next of Kin Migration** 
Nothing to report.
- J. Research Supervisors records migration** 
Nothing to report.

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	Spec ready for 24 May.
Kinetics part		B	Aug	From SITS to Kinetics

Business Area	RAG	Sign Off	Delivery Date	Note
2.1: Main student interface data out of SITS interface		Ashcroft	2010	SITS end is ready. Dependent on Kinetics being ready with appropriate codes supplied by SITS. C Hopkins to speak to K Burt to chase Kinetics to make the changes.
Kinetics part 2.2: Term time address interface back into SITS		B Ashcroft	Aug 2010	Spec written. Build underway (50%)
SITS to RMS interface		J Holman, Rh. Thompson	Aug 2010	Rachel Wilson to supply specification to D Gold: 3 data feeds: 1. mapping of programme routes - info from B Hewitt - need to warn BH 2. student/supervisor relationship - D Pond mapped. D Gold build feed based on R Wilson work 3. basic student data feed - D Gold
Student Card Management interface		W Appleby	Aug 2010	Card Production component built Photographic Mgt component - in progress - K Hollings. Needs to provide document storage. Card Printing Under discussion
Building security Access Interface		J Holman	Aug 2010	Interface between Student Cards and Access System: Main problem - Configuring Group 4 system to cater for SITS changes R Wilson built most of the card but requires test environment which has been set up and R Wilson requires access to it. High Risk – (Bob Hunt and Group 4)
Student Union interface		C Hopkins	Aug 2010	Waiting for SU to review spec
Advice and Counseling interface		L SeQueira	Aug 2010	Interface IT need to allocate resource Extraction of SRS functionality IT need to allocate resource
SITS to IT services interface (library)		M Evans	Aug 2010	Near completion on the SITS end ITS section waiting for M Evans (importing into ITS).
IT services to SITS interface (library)		M Evans	Aug 2010	How user names relates to student ids. Requires discussion with M Evans.


Business Area	RAG	Sign Off	Delivery Date	Note
				CHopkins and JHolman need to discuss with M Evans Migrated data contains several user names so difficult to know which ones to use within SITS as SRS is based on studyship and not the student. Possible that username associated with the primary course - possibly. C Hopkins and J Holman to discuss with M Evans.
SITS to Library interface		J Acland	Aug 2010	Spec completed. J Acland testing the import into Unicorn.
SITS to VLE Mark Entry – SMD and English and Drama		W Boucher T Revest	Aug 2010	See risk log for E&D
<i>Applicant LDAP Interface</i>		<i>M Evans</i>	<i>Aug 2010</i>	<i>SITS generated applicant password and user name into LDAP tree. Not started. See above</i>
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 
Nothing to report

B. Staff Portal 
Nothing to report.

6.10. OTHER WORK

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

B. E:vision Performance Testing 

IT is currently working with the SISPT to set up data to undertake a load testing exercise. Tribal technical consultancy has been taken and recommendations to increase the number of application servers as well as changing them to a more scalable product is in progress.

C. Communications

SIS all-staff newsletter

Ready to be delivered .

Website

We have updated 'staff', 'news', 'training', and the homepage to bring them up to date. More work is needed though for a complete overhaul, and this is in progress.

Bulletin

There is a general SIS article in the April edition of Bulletin that was circulated this week, and a feature on training will appear in the May/June edition.

Training communications

We are running an additional Academic Model training session this month for staff who could not or did not attend in April. This will appear in the next edition of e-Bulletin and on *connect*, and targeted emails for distribution have already been sent to Heads of Department, key SIS contacts, and those who sent apologies or did not attend for the previous sessions.

Posters

We have turned the Queen Mary Student (student newsletter) features into posters, which Registry are displaying in and around areas where students have exams.

In development

- Purpose-made posters for student areas;
- June 'Queen Mary Student' article on personal details maintenance, resit opt-out task, and programme maintenance;
- Website (ongoing);
Possibly a flyer to be sent to students with their results letters.

D. Training Plan/Time Line

Refer to 5.11 above.

E. Post Go Live Support

No progress to report.

F. UNICODE Upgrade

As of last week, Tribal does not require Unicode upgrade till 8.4.0.

G. Advice and Counseling

SITS option – too late to prepare for August 2010.

Current functionality will be de-coupled from SRS and an interface built from SITS to it.

H. Oakleigh Consultancy – Departmental Analysis

2 respondents from SISPB concerning the report.

7. FINANCIAL STATEMENT

Refer to report sent out with this report.