Queens Mary, University of London

Student Information Systems Project Board

Action points from a meeting held on Tuesday 22nd June 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive Building, Mile End

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>By Whom</th>
<th>By When</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009.222.1</td>
<td>Update on Advice &amp; Counselling interface for next meeting</td>
<td>JH</td>
<td>07-07-10</td>
</tr>
<tr>
<td>2009.226.4</td>
<td>Training to be permanent agenda item</td>
<td>SM LW for agenda</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2009.226.5.1</td>
<td>Resolve issues with logins</td>
<td>DSC</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.235</td>
<td>Go Live timeline to be circulated to all departments</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.236</td>
<td>Generic ‘countdown’ communications</td>
<td>SM</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2009.237.1</td>
<td>Follow up permanent presence on Connect homepage for Project</td>
<td>DSC</td>
<td>ASAP</td>
</tr>
<tr>
<td>2009.241.3.1</td>
<td>Assistant Director (Enterprise Applications), IT Services to confirm that UAT environment would be same spec as Live environment</td>
<td>JH</td>
<td>07-07-10</td>
</tr>
<tr>
<td>2009.241.4.1</td>
<td>Assistant Director (Enterprise Applications), IT Services to provide DRP for UAT</td>
<td>JH</td>
<td>07-07-10</td>
</tr>
<tr>
<td>2009.245</td>
<td>IT DRP to be considered at next meeting</td>
<td>JH LW for agenda</td>
<td>07-07-10</td>
</tr>
<tr>
<td>2009.246</td>
<td>Date of next meeting</td>
<td>ALL</td>
<td>07-07-10</td>
</tr>
</tbody>
</table>
1. Apologies for Absence

2009.221 RECEIVED: from Dr Alastair Owens, Nigel Relph, and Dr Tony Stockman.

2. Minutes of the meeting held on 8th June 2010

2009.222 APPROVED: as an accurate record of the meeting’s proceedings.

3. Matters Arising


2009.222.1 NOTED: that this was being investigated by the Assistant Director (Enterprise Applications), IT Services.

ACTION: JH to provide update

4. Risk Log

2009.223 RECEIVED: updated Risk Log for project.

2009.224 Risk 3 – Decision Making

2009.224.1 NOTED: that this would be changed from Amber to Green.

2009.225 Risk 5 – Duplicate System Processing

2009.225.1 NOTED: that this would be changed from Amber to Green.

2009.226 Risk 8 – Staff Training

2009.226.1 NOTED: that this would be changed from Red to Amber.

2009.226.2 NOTED: that staff training had commenced and would continue and that feedback had been positive.

2009.226.3 NOTED: that training for ‘steady state’ would be addressed as part of Phase 3 of the project.

2009.226.4 AGREED: that Training would be added as a permanent agenda item for future meetings.

ACTION: SM

ACTION: LW for agenda

2009.226.5 NOTED: issues with staff logins for computers in SMD and in training.
2009.226.5.1 AGREED: that this would be resolved by the Chair.  

**ACTION: DSC**

2009.227  Risk 11 – UAT Planning  
2009.227.1 NOTED: that this would be changed from Red to Amber.

2009.228  Risk 12 – Failure to Define Suitable Business Processes  
2009.228.1 NOTED: that this would be changed from Amber to Green.

2009.229  Risk 14 – Requirements Analysis  
2009.229.1 NOTED: that this would be changed from Amber to Green.

2009.230  Risk 16 – Scope  
2009.230.1 NOTED: that this would be changed from Amber to Green.

2009.231  Risk 19 – Academic Model: SMD PGTs  
2009.231.1 NOTED: that this would be changed from Red to Amber.

2009.232  Risk 20 – Special Regulations  
2009.232.1 NOTED: that this would be changed from Amber to Green.
2009.232.2 NOTED: that Special Regulations would be prepared by the end of July 2010.

2009.233  Risk 22 – PBI  
2009.233.1 NOTED: that this would be changed from Amber to Green.

5.  Project Communications  
2009.234 DISCUSSED: communications over summer prior to Go Live.  
2009.235 AGREED: that the go live timeline would be circulated to all departments for information.  

**ACTION: SM**

2009.236 AGREED: that there should be generic ‘countdown communications’ up to go live.  

**ACTION: SM**

2009.237 NOTED: that a permanent place on the Connect homepage had been agreed but that to date this had not been implemented.

2009.237.1 AGREED: that the Chair would follow this up with the Director of Corporate Affairs.  

**ACTION: DSC**

6.  Project Manager’s Report  
2009.239  MySIS Debtor Access

2009.239.1 RECEIVED: a paper from the SIS Project Coordinator outlining proposals for restricting student debtors access to MySIS.

2009.239.2 NOTED: that the proposals mirrored current practice.

2009.239.3 APPROVED: proposals

2009.240  Project Go Live Timeline

2009.240.1 RECEIVED: a project go live timeline from the Project Manager.

2009.241  User Acceptance Testing (5.5)

2009.241.1 NOTED: that UAT had begun on pre-enrolment and that re-enrolment would be in UAT by the end of June.

2009.241.2 NOTED: that module registration would be in UAT by early July.

2009.241.3 DISCUSSED: whether UAT environment was exactly the same spec as the Live environment.

2009.241.3.1 AGREED: that the Assistant Director (Enterprise Applications), IT Services would be asked to confirm this at the next meeting.

ACTION: JH

2009.241.4 DISCUSSED: need for Disaster Recovery Plan for UAT.

2009.241.4.1 AGREED: that the Assistant Director (Enterprise Applications), IT Services would be asked to provide this for the next meeting.

ACTION: JH

2009.242  Academic Model (6.1)

2009.242.1 NOTED: need to ensure that a final deadline was agreed for changes to and population of the Academic Model.

2009.242.1.1 AGREED: that this would be fixed for the end of the third week of July.

2009.242.2 NOTED: resource issues concerning work on Academic Model.

2009.243  Student Programme Maintenance (6.2.1)

2009.243.1 NOTED: issues relating to student programme maintenance.

2009.243.2 NOTED: that a recovery plan had been put in to operation to ensure that student programme maintenance work was delayed.

7. IT Disaster Recovery Plan

2009.244 RECEIVED: a paper from the Assistant Director (Enterprise Applications), IT Services outlining disaster recovery plan.

2009.245 AGREED: that this would be considered at the next meeting.

ACTION: JH

ACTION: LW for agenda
8. Date of Next Meeting

2009.246 NOTED: as 7th July 2010 at 2pm in the SIS Project Office, 2nd Floor, The Hive, Mile End.

ACTION: ALL

9. Items of Other Business

2009.247 NOTED: that there were no other items of business.

There being no other business the meeting closed at 2.55pm.