

# **Estates and Buildings**

## **July Programme Meeting**

Attendees: Maureen Masson (MM) , Andy Stewart (AS) , Geoff Turnbull (GT),

Apologies: Rhian Davies (RD)

Minutes of Meeting held on 12<sup>th</sup> August 2013

1. Programme Review for July
  - 1.1. Closed the project EST073 – Security Incident Tracking System
  - 1.2. Maintained progress with the Space Audit project (EST063), whilst encountering unexpected and significant issues with the projects relating BEMS Systems Migration (EST066) and Waste Management (EST071)
2. Overall Programme Review for 2012-13
  - 2.1. Resource usage from IS Applications was 470 days, which equates to 85% of the overall budget. The main reason for not competing the budget was on-going project activity restricted the work undertaken with the IS Applications consultancy area
  - 2.2. Of the seven projects scheduled to be undertaken or completed within the year, four have been successfully completed and the other three are currently scheduled to be completed in September
  - 2.3. Overcome some significant challenges, particularly with the Archibus and Schneider related projects and have established an aligned Dev, Test and Live environments for EBIS.
3. Projects Review
  - 3.1. EST063 – Space Audit

Reviewed project activity over the month noting;

- 3.1.1. Planned go-live re-scheduled for w/c 4<sup>th</sup> September to enable
  - 3.1.1.1. E&B year-end activity to be completed without any system down time
  - 3.1.1.2. The migration of the EBISLive database to the new infrastructure
- 3.1.2. AS advised that the remaining work to complete the migration of the EBISLive database amounted to around 5 days effort from IS Apps.

AS advised that the previous work associated with the Dev, Test and the preparation of Live had been completed under the IS Apps project ITS100, but due to additional effort and delays, budget issues are now being encountered with this project.

AS advised that this work could be incorporated within the remaining budget for EST063 and this was approved by GT
- 3.1.3. It was noted that the current estimate of unplanned carry-over for this project is 29 days. This was approved by GT

### 3.2. EST066 – Migration of BEMS Server

Reviewed project activity over the month noting;

3.2.1. Disappointment and frustration regarding the technical issues that were encountered in the lead up to the DR tests scheduled for the end of July

3.2.2. A Meeting scheduled w/c 12<sup>th</sup> with ITI Architecture and IS Apps Dev Tech to progress a technical solution

**Action: AS to advise of meeting outcome**

3.2.3. It is currently scheduled that there will be an unplanned carryover of 6 days (core funded). Agreed with programme owner to manage this within the current budget for 2013-14

### 3.3. EST071 – Waste Management

Reviewed project activity over the month noting;

3.3.1. Disappointment and frustration regarding the delays encountered

3.3.2. Noted that the supplier WRS are being more realistic in planning with regards deliverables

3.3.3. A new project milestone has been introduced into the project, namely; WRS to sign-off QA of UoE Test environment prior to commencing user acceptance testing w/c 19<sup>th</sup> August

3.3.4. The WRS Technical lead will be on-site over 19<sup>th</sup> / 20<sup>th</sup> August to assist Fleur complete a full system set of acceptance tests

3.3.5. The Test system was updated at the start of July along with a new version of the client

3.3.6. The project has re-planned and allows for 3 weeks completing the UAT throughout the campus and identifying any outstanding reports that are required. A further two weeks has been allowed to create the reports with a view to completing acceptance testing by 25<sup>st</sup> August. This will be followed by a three week staged rollout across the campus

3.3.7. It is now currently scheduled that there will be an unplanned carryover of 18 days. This was approved by GT

## 4. 2013-14 Budget

4.1. Requirement to clarify overall budget for 2013-14 with IS Apps Directors Office

4.2. Core funded projects have been revised to allow for the optimism bias utilised during the annual planning phase, with the balance added to the programme contingency balance row

**Action: AS to clarify and advise**

4.3. Requirement to review scheduled projects and priorities for the forthcoming year

## 5. Future Programme Meetings

5.1. It was agreed that time would be allocated in future programme meetings to take a more strategic review of the programme going forward