Estates and Buildings

August Programme Meeting

Attendees: Rhian Davies (RD), Andy Stewart (AS) , Geoff Turnbull (GT),
Apologies: Maureen Masson (MM)

Minutes of Meeting held on 9th September 2013

1. **Programme Review for August**
   1.1. AS reported that August had seen a number of ups and downs over the projects carried forward from 2012-13, but on the whole progress continues to be made. During this time period, 41 days of IS Application Services resources had been utilised

2. **Overall Programme Review for 2013-14**
   2.1. The programme for Estates and Buildings for 2013-14 was noted as 972 days as specified in the programme report
   2.2. With regards the 2013-14 projects.
       2.2.1. Two projects (E&B Cyclic Maintenance and E&B Departmental Financial Management Systems) had commenced
       2.2.2. In reviewing the proposed schedule for the remaining projects, the priority and overall schedule was agreed

   Action: AS to contact individual business users and confirm departmental approval and availability

   Action: GT to forward parking related paper

3. **Projects Review**
   3.1. EST063 – Space Audit

   Project RAG status: Amber

   3.1.1. Awaiting two priority 1 issues to be resolved by Mass
   3.1.2. Delay in completing final Lease Module testing, due to holidays
   3.1.3. Access to Samba drives for access to drawings

   3.2. EST066 – Migration of BEMS Server

   Project RAG status: Amber

   3.2.1. DR possibilities now understood with regards either
       3.2.1.1. Extending the network to the secondary site. This gives greater resilience but not full DR as it is still dependant on the alternative routing being functioning at the primary site
       3.2.1.2. Create a private network for the BEMS environment. This will enable DR failover to the secondary site, but will require additional effort from both IS Apps

(10 – 20 days) and Estates and Building personnel
Business user has stated this is the preferred option.
Approval given to close existing project and commence a new in-year project
funded through the IS Applications Consultancy Budget

Action: AS to circulate summary of DR options

3.3. EST071 – Waste Management

Project RAG status: Green

3.3.1. The next revision of the software is scheduled to be deployed to the UoE Test system tomorrow
3.3.2. Requirement to carry out further user testing
3.3.3. Requirement to review and clarify which of the items deemed as additional functionality are mandatory for going live
3.3.4. Due to the extended period planned for user acceptance testing, still optimistic that this can be completed by the scheduled date of 4th October

3.4. EST074 – E&B Cyclic Maintenance

Project RAG Status: Green

3.4.1. Agreed that a small project board would be formed to oversee the governance of this project
3.4.2. Project board to meet to confirm roles and responsibilities for the project team and review risk management
3.4.3. Project scope clarified with the senior user
3.4.4. Noted that in a recent survey of Higher Education sector, Archibus was the second used application, behind Planon
3.4.5. Project planning phase scheduled to be completed by 20th September
3.4.6. Overall impression by all was that this should be classified as a priority 1 project

Action: GT to forward compliance paper presented to the Estates committee and subsequent minute

Action: AS to check guidance regarding priority 1 projects

Action: AS to discuss raising project priority with Mark Ritchie

3.5. EST075 - E&B Departmental Financial Management Systems

Project Status: Amber

3.5.1. Project manager just commencing the brief and unlikely to complete the planning phase before the scheduled milestone of 20th September

4. **Finance Awareness**

    4.1. It was noted that Finance should be advised of on-going activity with regards Estates and Buildings projects that impact on Finance

    Action: RD to discuss monthly forward look with Liz Welch at monthly Finance programme meeting

5. **IS Applications Resourcing**

    5.1. RD advised that the team is currently recruiting to expand the CSG project services team and is currently awaiting feedback on offers of employment. One candidate has been identified with good business analysis experience and would enhance the project team for the Estates and Buildings projects just commenced in 2013-14

    5.2. Immediately prior to this meeting RD/AS met with the CSG Development Team, during which AS advised of possible involvement of IS Apps supporting the configuration of WebCentral

    5.3. It was agreed that the two projects just started would benefit with representation from both IS Apps Development and IS Apps Production Management

    Action: AS to liaise with the respective team managers