

Estates and Buildings

November 2013 Programme Meeting

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

Minutes of Meeting held on 9th December 2013

1. Programme Review for August

AS reported that despite budget resource targets not being fully utilised (50%), there is an increased impetus within the programme as demonstrated during the activity in the last month, in that

- 1.1. EST063 – Space Audit Upgrade has went live, resulting in the WebCentral 20.2 now being available for other Estates and Buildings activity
- 1.2. EST071- Waste Management System has achieved user acceptance sign-off
- 1.3. EST074 – Estates and Buildings Cyclic Maintenance is progressing through the business analysis phase
- 1.4. EST075 – Estates and Buildings Financial Management System is at last progressing after project brief approved and with some positive involvement from Finance
- 1.5. EST076 – Meteorology System migration project has just commenced
- 1.6. EST077 – Parking System Replacement project has formally commenced

2. Active Projects Review

2.1. EST063 – Space Audit

- 2.1.1. Having gone live in November, it is planned to complete the Deployment Sign-Off Review and closure in December

2.2. EST071 – Waste Management

- 2.2.1. User acceptance testing has been completed and formally signed off by the senior business user last week
- 2.2.2. Due to holiday commitments, the first stage deployment has been res-scheduled for w/c 20th January
- 2.2.3. To prepare for the go-live, the following activity is scheduled
 - 2.2.3.1. Review and amend the core system data (extracted from Test) by the end of the year, to enable the senior business user to review
 - 2.2.3.2. Prepare the live infrastructure

2.3. EST074 – E&B Cyclic Maintenance

- 2.3.1. The business analysis phase of the project is well underway and it is anticipated that this will be completed in the next week
- 2.3.2. Draft details have been forwarded to the external consultancy company that are scheduled to be on-site this Wednesday to review and further discuss with project team. This will give us an initial impression of the extent of the gap
- 2.3.3. RD suggested that it would be pertinent to have a representation from the Development team present

Action: AS to discuss with Bill Lee

2.4. EST075 - E&B Departmental Financial Management Systems

2.4.1. Project terms of reference have been approved by WIS

2.4.2. Project board has been established, including representation from Finance (Garry Robertson). First meeting is scheduled for January

2.4.3. An initial concern was raised that the same Finance representative was participating both at board level and assisting with the gap analysis. This was seen as a possible project risk

Action: AS to further discuss with Rhian Davies and Mark Ritchie

Action: AS to raise project risk

2.4.4. Initial meeting held with Moira McFarlane and Garry Robertson regarding booking ABS consultancy for spring 2014

2.4.5. With regards the remaining activity for this project, currently 191 days, it was questioned whether this was feasible

Action: AS to review project plan and associated resource

2.5. EST076 – Meteorology Metering System Migration

2.5.1. Project start-up meeting held today with representatives from Estates and Buildings, IS Apps and Meteorology

2.5.2. Project team were given a demonstration of the system which proved to be beneficial

2.5.3. Discussions held regarding overall technical requirements and processes to be followed by IS Apps / Meteorology

2.5.4. No immediate concerns raised

2.6. Parking System Replacement

2.6.1. Delays encountered in commencing the project brief due to resource conflict (Ben Armstrong) working on EST074

Action: AS to raise piccl denoting resource conflict

2.6.2. Clarification was sought as to whether the identification of a subsequent replacement system was to be undertaken this year

Action: GT to discuss further with David Brook

2.6.3. It was noted that consideration should also be given to determine if the solution can be developed internally

3. Project Still to Commence

3.1. Building Energy Management System DR Provision

3.1.1. New in-year project, following on from the previous BEMS Migration

3.1.2. Project scheduled to commence in December as Estates and Buildings resource available in February

3.2. Trend 963 BEMS Migration

3.2.1. This project will follow the Building Energy Management System DR Provision project

3.3. Document Management Extranet

3.3.1. It was noted that it was unlikely that Estates and Buildings would be able to resource this project this year. As a result, it was agreed that this project be withdrawn and re-submitted as a funded project for 2014-15

4. Lease Module

4.1. MM advised that there was the potential of further work associated with categorising the various leases, as it is not possible to complete this activity in the current version

4.2. GT stated that the current Lease Module had been heavily customised by Mass

4.3. RD advised that there is currently the potential for additional project work to be undertaken this year

Action: AS / MM to review and determine potential requirements and associated workload

5. Annual Planning

5.1. Requirement to detail timelines for annual planning proposals

Action: AS to document and circulate