

Estates Department Programme meeting – October 2015

Meeting held on Monday 23rd November 2015

Attendees: David Brook (DB), Rhian Davies (RD), Maureen Masson (MM), Andy Stewart (AS)

1. Annual Planning

In reviewing the activities that have been undertaken as part of the annual planning round, the following observations were noted;

- 1.1. 9 new proposals have been prepared in the main by AS and MM and have been subsequently estimated by IS Applications.
- 1.2. MM reported concern of the large increase in the proposed daily rate and advised that based on the projected cost of £470K, it was unlikely that the Estates department would authorise such that level of spend. However, these proposals would be presented at the Estates Senior Management Group on 24th November for further clarification and prioritisation

Additionally consideration may be given to sourcing own technical solutions.

RD advised that whilst the costs were based on the current flat cash directive and that IS Applications had been running at a deficit over a number of years, caused in part by proposed sponsor work being undertaken in areas such as Estates. However, the concerns have been noted and fed back to the IS Applications director and the CIO

- 1.3. It was noted that Estates require to confirm project funding by 7th December

2. Programme Review

- 2.1. AS advised that on completion of the first quarter, the burn rate for activities within the programme was around 60% and on this basis it is unlikely to complete the planned programme of work initially scheduled for the year

- 2.2. In reviewing the projects that still have to commence

2.2.1. AP45-015: Struxureware

AS reported that discussions are now on-going with Rab Calder and martin Crawford regarding the feasibility of commencing this project in Quarter 3. However, even if the project is commenced it is unlikely to be completed prior to the end of the academic year

Action: AS to estimate effort that might be completed this year

2.2.2. AP56-014: ColdFusion Upgrade – EBIS OnLine

AS reported that a project manager had been scheduled to commence this in February. RD enquired if this could be commenced earlier

Action: AS to follow up

2.2.3. AP56-060: Strategic Reporting

Whilst this project is scheduled to commence in February, it is unlikely the full complement of time will be utilised this year. MM also advised that the delay of RAM may slim down initial reporting requirements, however, there was still the underlying requirement to report building costs per sq.ft

RD advised that this project might be resourced by an external contractor, but there is a requirement to understand the level of resource required

Action: AS to review with MM and re-estimate effort that will be required for this year

2.2.4.AP56-061: Operational Reports

AS advised that this project is scheduled to commence within November and will be largely effected after having reviewed the reporting requirements of the new HelpDesk

Action: AS to review and estimate effort

2.2.5. AP56-063: Archibus Upgrade

AS suggested that the proposed project start date of February, be delayed by a month or so to enable the ColdFusion upgrade to be applied to the EBIS OnlIne. Whilst this will require additional testing, it was not advisable to have two separate updates running simultaneously

Action: AS to amend projected project start date

2.2.6.AP56-064: Waste Management Upgrade

AS advised that a project manager has now been assigned to this project and will now commence. In addition, it was noted that discussions had already been held between Fleur Ruckley (Waste Manager) and the supplier regarding repeating the strategy employed successfully towards the end of the last project, whereby the supplier will undertake a full test on a copy of our system utilising UoE test script prior to installation in Edinburgh

Action: AS to arrange for project to commence

3. Projects In Progress

In addition to the project commentary on the monthly report, the following comments were noted.

3.1. EST080 – Estates Helpdesk

3.1.1.AS advised that issues during the deployment of the specified changes had prevented progress regarding testing. The latest update from the supplier stated that the updated version should be delivered within the next day
MM expressed concern regarding the current projected delivery timescales and questioned whether a ‘working system’ could be delivered by the end of the calendar year, given experience to date and the main user has a week’s holiday planned during this time

3.2. EST083 – Estates Financial Management

3.2.1.Currently working through the design implications to enable purchase orders to be amended. SciQuest have advised that whilst this is not a normal practice for them, this can be incorporated within their Change Order processing – to enable Estates business rules to be re-applied
3.2.2.It was noted that ben Armstrong would be assuming the role of project manager, and would be assisted by Bill Lee (Senior Supplier) and AS

3.3. EST084 – Estates Department Document Management

3.3.1.Approval has been received from the project sponsor earlier today with regards the development completed to-date, using the St Cecilia’s project as the exemplar to proceed to a more detailed evaluation involving a number of construction projects

across the four zones.

Feedback will be reviewed in mid-February after which any agreed changes will be applied

3.4. EST087 – Energy Consolidation Project

3.4.1. Discussions are now underway with the new project sponsor, Rab Calder, regarding the strategic direction of the project and the engagement of an external consultant

3.5. EST088 – Capital Budgeting

3.5.1. It was noted that the system solution, whilst appearing to have been favourably received in the past had not been well received by the project team, with the overall opinion that this would not serve as a solution for UoE.

AS expressed concerns that having previously planned the project with the Estates Finance department, the project sponsor did not attend the workshop and the following week set aside to review the product was not utilised due to holidays and other work commitments – although it was noted that there was ‘a lot going on with Estates at this present time’

3.5.2. MM advised that there were now further developments whereby the University Court in acknowledging the extent of the Capital programme have instructed that the current processes are reviewed before the end of the calendar year – and as a result PWC have been employed to undertake this review

Consideration as to where the Capital programme should be managed has also been voiced

3.5.3. It was agreed to monitor the situation over the next few weeks prior to either suspending or closing the current project

3.6. EST089 – Perspective Upgrade

3.6.1. AS reported that user acceptance testing was now underway