

CHSS Programme Meeting – February

Minutes from Meeting on 14th April 2016

Attendees: Fraser Muir (FM), Andy Stewart (AS)

1. Overall Programme Review

- 1.1. Progress is being made on the current active projects
- 1.2. A decision on how to progress the project relating to Course monitoring is still outstanding. As a result, the project has been assigned a RAG status of Red

2. Projects In Progress

2.1. HSS009 – Peace Database

- 2.1.1. The final tranche of development has been completed and is currently undergoing User Acceptance Testing.
- 2.1.2. After the deployment of this final adjustment, the project will close towards the end of April

2.2. HSS011 – OLL Book Upgrade to ColdFusion 11

- 2.2.1. User acceptance testing is underway, according to the test script created by Jemma Wallace
- 2.2.2. Whilst a few issues have been identified during the testing, they have been investigated and resolved
- 2.2.3. The project currently has a dependency on the project to migrate WPM, which is currently scheduled to go live w/c 25th April. As a result, the existing project milestones are still achievable with the live deployment towards the end of April and closure in mid-May, – but there is a risk and this has been noted

2.3. HSS012 – Cesar Upgrade

- 2.3.1. Whilst the development has now been completed, there is the requirement to complete the OLL Book upgrade to ColdFusion prior to deploying the changes in Test
- 2.3.2. The project has subsequently been re-planned and approved by the business resulting in the deployment to Live towards the end of April with closure now scheduled for May

2.4. HSS013 – Learning Outcomes Reporting

- 2.4.1. The planning phase has stalled a little due to resource conflicts with the programme manager. However, Nikki Hackett Reed has now been assigned as project manager in the last two weeks
- 2.4.2. Further meetings have been held with Olwen Gorie, Alex Burford, Geir Granum and Myles Blaney to firstly finalise requirements and secondly determine estimates and timelines. It was noted that any implementation could only be achieved for start of semester 1 and options to deliver this are being considered in a phased approach
- 2.4.3. A workshop now being arranged with nominated stakeholders to define building block views
- 2.4.4. Budget is currently being funded from ECA ring fenced days – ideally do as much as possible this year as there will be no official carry over – rough estimate 50 – 70 days

3. Projects to Commence

3.1. AP45-925 HSS Course and Programme Monitoring Solution

- 3.1.1. FM advised that the meeting with Barry Neilson had still to take place and was actively pursuing this to reach agreement, as it is still the intention to deliver the solution within the Sits application framework

4. Additional Topics

- 4.1. Staff Profiles - The UWP Programme manager has advised that the work on staff profiles is progressing, it's a bit behind plan as some of the requirements have changed making the development more complicated. However, it is still anticipated that this will still be delivered in the current timescales.
- 4.2. Additional budget of between 5-10 days has been estimated to complete. FM advised that he was happy to fund the days from the HSS Ring-Fenced budget. However, in discussing the Ring-Fenced budgets, there appeared to be some confusion regarding previous agreements to clear down the budgets.

4.2.1. Ring-Fenced Budgets Clarification

- 4.2.1.1. AS advised that the understanding was that the LO Grade Reporting project would be allocated 100 days from the Ring-Fenced budgets, with the remainder returned.

FM questioned this whereby only the balance from the LO Grade Reporting project would be returned with no impact on HSS Ring-Fenced budget

Action: AS to review and feedback

- 4.2.1.2. Subsequent to the meeting. In reviewing the programme report for January 2016, the following extract was noted -
<https://www.projects.ed.ac.uk/programme/othhss/commentary-28>
"As part of the mid-year review the following was agreed after discussions with the programme owner and the portfolio manager.
The project to develop EdWeb staff profiles would be developed within the University Website programme with 50 days being transferred from the HSS Ring Fenced Budget. The remaining 100 days would be set aside to undertake the project for ECA LO Grade Reporting
The remaining days from the ECA Ring Fenced budget would be removed

4.3. Panopto Authentication Repair and Additional Integration – Not progressed

FM advised regarding potential new in-year project

- 4.3.1. There is the requirement to remove issues experienced by both staff and students in the way they connect to Panopto which is the result of an ongoing problem with the EASE/Learn/Panopto authentication path
Panopto requires EASE authentication to access Learn , but the link appears to break when returning to Panopto
- 4.3.2. Myles Blaney would be the initial contact
- 4.3.3. With regards timelines
 - 4.3.3.1. Phase 1 – to improve connectivity for September 2016
 - 4.3.3.2. Phase 2 – to improve usage of MediaHopper – to follow
- 4.3.4. This would be a funded project by CHSS

4.3.5. Potential of additional funding for development resources

Action: AS to organise meeting to determine project strategy

4.4. Space Planning

4.4.1. In re-capping on the last discussion as noted below, an initial meeting has been scheduled for tomorrow with Richard Mann (Estates)

FM outlined

4.4.2. There is the need to improve space utilisation within the college. At present there are 2 – 3 schools experiencing severe issues in managing their space to the extent that it is starting to constrain their growth

4.4.3. A solution is required to manage desk space utilisation with regards to shared space

4.4.4. FM enquired if the Archibus Space Management module could be utilised to assist and additionally what information is available to the schools regarding space management

4.4.5. It was noted that there could be licensing implications regarding Archibus

Action: AS to discuss further with Estates

4.5. Ongoing Website Development

4.5.1. FM advised that discussions are on-going with Stratos Filalithis (UWP) and the other colleges regarding funding a 200 day project of college focused website development on an annual basis. This would be joint funded from UWP and from the colleges ring-fenced days

4.6. ECA Student Portal

4.6.1. Notification has been received from Geoff Lee that the ECA portal will cease from this summer, with courses migrating to Learn / Turnitin

4.6.2. FM advised of the importance of delivering the HSS013 LO Reporting project in assisting with this decision

4.6.3. A project to decommission the ECA Portal will require to be funded from the 16/17 ECA Ring-Fenced budget. This would be the last activity required from the ECA Ring-Fenced budget

4.7. 2016-17 Planning

4.7.1. It was agreed that the next programme meeting in May would be extended to include a planning overview session with IS Apps colleagues to consider CSHSS projects for 2016-17 within May 2016. As some of the projects overlap with student systems, Franck Bergeret (Student Systems Partnership – programme manager) will also be invited