

CHSS Programme Meeting – May

Minutes from Meeting on 16th June 2016

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

1. Overall Programme Review

- 1.1. In general all is progressing well with regards to existing projects

2. Projects In Progress

2.1. HSS009 – Peace Database

- 2.1.1. The final changes have been deployed to live and the project is now moving towards closure. Whilst closure has been delayed by the unavailability of the project manager, closure is now scheduled for the end of June

2.2. HSS011 – OLL Book Upgrade to ColdFusion 11

- 2.2.1. The changes have been successfully deployed to the Live environment and the project was formally closed on 10th June

2.3. HSS012 – Cesar Upgrade

- 2.3.1. The changes have been successfully deployed to the Live environment and the project was formally closed on 10th June

2.4. HSS013 – Learning Outcomes Reporting

- 2.4.1. The project is still on plan to deliver a solution by the end of July
- 2.4.2. The Business Analysis phase of the project has been completed
- 2.4.3. The System Design Specification has been produced and is currently being reviewed

3. Projects to Commence

3.1. AP45-925 HSS Programme Monitoring Solution

- 3.1.1. Noted that the focus was now on Programme Monitoring
- 3.1.2. A meeting has been scheduled for Monday 20th June with Fraser Muir, Robert Mason and Ben Armstrong to confirm that the project can still progress given the recent outcome of the University Quality Framework
- 3.1.3. In the interim, meetings have been held with Karen Osterburg to clarify
 - 3.1.3.1. Ben Armstrong will act as project manager / business analyst
 - 3.1.3.2. Student Services will supply a business analyst and web developer to assist
 - 3.1.3.3. A web developer will be required from IS Apps
 - 3.1.3.4. The final development platform that delivers the best outcome for the business will be determined as part of the business analysis / user stories

4. Additional Topics

4.1. Panopto Authentication Repair and Additional Integration

- 4.1.1. AS advised that Development Technology resource has been secured to investigate the current issues and determine any possible solutions
- 4.1.2. FM advised that this was required for start of term

Action: AS to advise of findings

4.2. Space Planning

4.2.1. This has not progressed

FM outlined

4.2.2. 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

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

4.2.4. 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

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

Action: AS to discuss further with Estates

4.3. ECA Student Portal

4.3.1. With regards the recent confirmation that the ECA Portal will now be required to be retained for a further academic year, there is now the requirement to consider upgrading the ECA portal to ColdFusion 10 for Windows as support for ColdFusion 9 ends at the end of the calendar year.

FM requested a risk analysis be carried out to determine whether time and effort should be utilised with regards this

Action: AS to determine risks and advise

4.4. Workload Allocation Management Service

FM outlined requirements for a new project to assist with workload allocation modelling for academics for CHSS. The following outline thoughts were noted;

4.4.1. Currently schools utilise a variety of Excel spreadsheets to try and model requirements

4.4.2. Having now identified the need for a modelling tool, initial outline requirements have been documented, market review undertaken, with few solutions apparently available and initial discussion held with Simitive. However the project would require to undertake a full business analysis

4.4.3. Requirement to minimise data input and would require interfaces with systems such as HR, Student Systems and Timetabling

4.4.4. With regards to timelines, FM advised that he would look to run a pilot in 1 or 2 schools from Semester 2 with a view to go-live for the following academic year

FM advised that this has been briefly discussed with Simon Marsden

4.5. 2016-17 Planning

4.5.1. Further meeting to be arranged to review 16/17 projects

4.6. Estates Reporting

4.6.1. FM enquired regarding lack of external stakeholder involvement with current Estates strategic reporting project regarding requirements for HSS schools

Action: AS to follow up