

CAHSS Programme Meeting – August

Minutes from Meeting on 15th September 2016

Attendees: Rhian Davies (RD), Fraser Muir (FM), Andy Stewart (AS)

1. Overall Programme Review

- 1.1. Reviewed the programme and the associated project budgets as at the start of the year noting overall programme budget of 660 days
- 1.2. Having completed August, the overall burn rate was 53%, but it is anticipated this will increase in the coming months as all three projects within the programme are now operational
- 1.3. It was noted that the effort associated with the Panopto changes (6 days) is currently residing within the programme management budget (HSSP01). There is a requirement to re-assign these days as this will impact on the programme budget going forward

Action: AS to resolve

2. Programme Ring Fenced Days

2.1. CHSS Ring Fenced Days

2.1.1. Current Budget is 150 days

2.1.2. It was agreed that 100 days would be allocated to the existing funded project HSS014 – CAHSS School and Programme Quality System with any remaining project activity funded

Action: AS/RD to discuss with Kevin Brogan

2.1.3. The remaining 50 days would be 'set aside' for potential joint college funded website development

2.1.4. FM expressed his concerns regarding the 'agreement without his knowledge' regarding the requirement for the college to fund 25 days development with regards the RMAS – Pure development.

Action: RD to discuss further with Mark Ritchie

2.1.5. In light of the above, requirement to update the programme risk – 1 regarding utilising the 2016-17 budget

Action: AS to update programme risk

2.2. ECA Ring Fenced Days

2.2.1. Current Budget at the start of the year was 75 days

2.2.2. AS advised that 3 days had been utilised to complete the project HSS013 – Learning Outcome Grades Reporting project (which had been originally funded from the Ring-Fenced budget last year)

2.2.3. As a result the budget has been reduced to 72 days

2.2.4. In noting that the decision has been taken not to upgrade the ECA Portal from ColdFusion 9 (ref. section 6 – ECA Portal), it is unlikely that any further work will be required to maintain the ECA Portal.

Action: FM to consult ECA regarding this and advise

2.2.5. On the basis that no further work is identified, it was agreed that the remaining days would be returned to IS Applications

Action: ALL – to be reviewed at the next programme meeting

2.2.6. In light of the above, requirement to update the programme risk – 2 regarding utilising the 2016-17 budget

Action: AS to update programme risk

Post meeting observation: May be the requirement to set aside a few days in 2017-18 to decommission the ECA Portal

3. Projects In Progress

3.1. HSS014 – CAHSS School and Programme Quality System

3.1.1. The challenge of confirming the development platform has still to be resolved

3.1.2. Further discussions scheduled for after the requirements workshop scheduled for next week

3.1.3. FM stated his requirement for the agreed platform to be confirmed by all parties and the confidence the solution can be supported and developed further in the future

Action: AS to feedback to the project manager

3.2. HSS015 – School of Economics Job Study

3.2.1. The challenge of the supplier based development has still to be resolved

3.2.2. Workshop scheduled for 19th September to re-clarify roles, responsibilities and project direction. The workshop will be attended by the UoE project team and the supplier

3.3. HSS016 – Academic Workload Modelling Solution

3.3.1. Project has now commenced and is at the planning phase

4. Panopto Authentication Repair and Additional Integration

AS advised

4.1.1. The changes relating to browser based access have been tested and confirmed by David Pammenter, Graeme Ferris and Myles Blaney

4.1.2. It has not been possible to resolve the issue with the mobile application – and this could be further reviewed at a future date if required

4.1.3. General agreement to deploy changes after start of term to minimise any risk to Learn at the start of term. Deployment of changes scheduled for week 2 of term – w/c 26th September

Action: AS to schedule deployment

5. Space Planning – Room Utilisation

5.1. No progress regarding this matter

- 5.2. Requirement to set-up a meeting with both Estates and CAHSS representatives to further discuss requirements

Action: AS to coordinate

6. ECA Student Portal

AS advised

- 6.1. The background is that the ECA Portal is developed in ColdFusion 9, which will be no longer supported by Adobe after the end of 2016
- 6.2. ECA have confirmed the ECA Portal will require to continue to operate to early September 2017 and then will cease
- 6.3. IS Apps have confirmed support on 'best endeavours' of the application on ColdFusion 9 as the risk of having to raise a support call to Adobe is minimal
- 6.4. In weighing up the low risk against the development time and effort to upgrade to ColdFusion 10, the recommendation is to leave the application under ColdFusion 9

Action: AS to confirm decision and associated risk to all parties

7. College Portfolios

- 7.1. To assist with maintaining consistency across the three college portfolios, RD advised that it will now be possible to coordinate all the college portfolios under a single portfolio manager
- 7.2. This role will be undertaken by one of the senior project managers in IS Applications, - Muriel Mewissen within the next few months

Action: AS to coordinate handover at the next programme meeting