Review of October 2016

15 December 2016   11:56

Minutes from meeting on 17 November 2016

Attendees:

Muriel Mewissen (MM), Fraser Muir (FM), Andy Stewart (AS)

Notes:

1. Handover
   - MM is taking over the management of the CAHSS portfolio from AS to allow AS to spend more time on the growing Estates portfolio. MM is also managing the CSCE and CMVM portfolios. This is the first time that all college portfolio are overseen together, and the approach will be reviewed at the end of January 2017.
2. Projects in Progress
   1. HSS015 - School of Economic Job Study
      - Completing the DWP form has been a challenge and slow process. Awaiting approval from CISO to release externally.
      - ☑ [MM] to ensure the project sponsor understands that it is the right thing to do even if that incurs more delays
      - Resourcing, aka conflict over the senior developer assigned to higher priority projects requiring urgent and immediate attention, has also been causing delays.
   2. HSS014 - CAHSS School and Programme Quality System
      - Decision on the development platform has now been taken.
      - Development to start full in February. Background work is needed from the business side first. The delayed start will no impact on the delivery date but affects the contingency which is now squeezed.
   3. HSS016 - Academic Workload Modelling Solution
      - FM has listed stakeholders to take part in a meeting. This should be organised asap to avoid delays due to availability.
      - ☑ [MM] to check with PM
3. Project to start
   Space allocation & room utilisation planning:
   A meeting was held with Estates on 9 Nov 2017 and it was agreed the current application (Archibus) can provide the required functionality. A small project will therefore be started in the New Year to specify the CAHSS requirements better. FM asked for Business Analysis assistance from IS Apps for this. A small amount of days (5?) to run a workshop with the stakeholders and write up the findings. More days would be needed if it is not possible to assemble all stakeholders for a workshop and individual interviews are needed. Aim to start in January 2017, and this would be sponsor funded. The end of this small requirement project would provide a decision point, with a way forward to be agreed after that.
   - ☑ [MM] to request a BA for this project.
4. Budget
   1. *Programme Ring Fenced Days*
      - The budget for 2016/17 is 150 days with:
         - ☐ 6 days allocated to Panopto changes
         - ☐ 100 days allocated to HSS014
         - ☐ 44 unallocated days
      - FM asks for advance notice as to when HSS016 expects to have used its 100 allocated days. This is likely to be end of February, once the development has started. Any additional days will have to be built separately.

- FM is willing to contribute unused days to the EdWeb project. FM suggests a joint planning session for all 3 colleges where a joint support of EdWeb would be discussed with the aim to provide days from all colleges to support development that are directly beneficial to the colleges
- ☑ MM to find out the current funding position for EdWeb with Tim G. Update FM before 24 Nov.
  Post meeting notes: [UWP015](#) *is the current project and has funding until the end of February 2017, any funding would be much welcome, and if available in March could be added to the current project as an extension which would minimise overheads.*

2. ECA Ring Fenced Days

- The budget for 2016/17 is 75 days with:
  - □ 3 days allocated to HSS013
  - □ 72 unallocated days
- There has been request from ECA, as we approach mid-year, it is unlikely something else will come up. Unused days will be released to IS Apps.
- A few days should be kept to support ColdFusion.

5. Planning

- CAHSS does its planning in January where priorities will be decided, and therefore it is difficult to input in the early IS Apps planning now. There is likely no compliance project to note at this stage. HSS014 could require further work, and so do HSS016 depending of the outcome of the procurement exercise.
- ☐ [MM] to approach Paul Clark and Bruce Nelson about a planning meeting across colleges for the end of January when each college have done their planning.

6. AOB - SharePoint

Is there any plan to up the internal support for SharePoint? FM is buying support and consultancy help from a third party and expects this to be a temporary measure until IS Apps has the skills in house. FM has also be approached by other, including CSCE to help with consultancy/support for SharePoint, should/could this be cover by IS Apps?

☐ [MM] to discuss with Mark Ritchie