Review of November 2016

Minutes from meeting on 15 December 2016

Attendees:

Muriel Mewissen (MM), Fraser Muir (FM)

Notes:

1. ### Projects in Progress
   1. HSS015 - School of Economic Job Study
      - RED status due to delay in agreeing the scope and the project brief pushing the project more than a month from its original dates. This has now been done, and the status is expected to be GREEN in December.
      - Resourcing is no longer an issue with another developer joining the team but remains at a risk because the lead developer is leaving IS Apps. The development are now well on the way and shouldn't affect the project. However, the Sponsor is concerned that knowledge from a previous project may be lost. An meeting involving a deputy for the sponsor has taken place to oversee the handover.
      - The external partner indicated that the provided dates were aspirational, which indicates the possibility of the integration work sliding. This may affect the developments in HSS014, due to start in Feb 2017, as the engineer is involved in both projects and this would be a conflict. FM indicates that HSS015 would have a higher priority because it is externally funded.
   2. HSS014 - CAHSS School and Programme Quality System
      - All is set for the developments to start in full in February.
   3. HSS016 - Academic Workload Modelling Solution
      - ITT is ready to go out.
2. ### Project to start
   Space allocation & room utilisation planning:
   > IS Apps confirms that we have capacity to start this work in the new year. If the early estimate of 5 days (over Jan & Feb) is acceptable then BA resource is identified as Duncan Stewart. FM thinks 5 days is fine if we go with the preferred option of one single workshop.
   > [MM] to confirms with resource manager.
3. ### 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 confirms that the last bill (to Sep 2016) was as expected. However, this includes efforts for July 2016 which technically should be covered by the 15/16 budget but will now have to be paid from the 16/17 budget. This situation creates an accounting challenge every year. Could this be avoided? For example by including an estimate for the efforts for July in the bill provided at the end of June.*
      > [MM] to check if this can be supported/ how other units are dealing with this.

> *Post meeting notes:* we are happy to bill Apr – July with the understanding that July is an estimate and can be any amendment can be done in the Q1 billing of the following year.

- FM confirms that he wants to contribute the remaining of the unused days to UWP015 to support the development of staff profile in EdWeb.
  [MM] to action
  FM will talk to Paul C about contributing 50 days too. MM will follow up with Paul Clark and Bruce Nelson.
  [MM] to talk to Bruce N and Paul C

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.*

4. Planning

- MM discussed a joint planning meeting across the college with Bruce Nelson and Paul Clark. Both are supportive, however because of work and travel commitments Bruce will only be available from March rather than the proposed end of January.
  [MM] to set the meeting in March.
- FM confirms that at stage we expect that HSS014 could require further work, and HSS016 too following the outcome of the procurement exercise.

5. AOB - Online Assessment & SharePoint

- The current evaluation work and procurement of an online assessment application in other colleges are of interest to CAHSS - MVM107 & SCE011. MM will share information.
- Ongoing action from last month:
  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