

# Review of December 2016

20 January 2017 11:59

## Minutes from meeting on 20 January 2017

### Attendees:

Rhian Davies (RD), Muriel Mewissen (MM), Fraser Muir (FM)

### Notes:

- [Previous meeting minutes](#)
- [Monthly Report for December 2016](#)

#### 1. Projects in Progress

1. HSS014 - CAHSS School and Programme Quality System  
All is set for the developments to start in full in February. Development under HSS015 have gone according to plan and we don't anticipate any conflict with HSS014 in February.  
☒ [MM] to provide FM with an estimate on when first 100 days from core funding will have been used at next meeting
2. HSS015 - School of Economic Job Study
  - Handover between the senior developers have gone well, and the developments are underway.
  - New project plan, timeline and budget has been approved and the project status is back to GREEN.
3. HSS016 - Academic Workload Modelling Solution
  - Procurement is completed.
  - Next phase includes integration to other systems such as Finance, HR and Student systems. It is likely to be more tricky. Approval and support from programme managers in these area should be explicitly sought, i.e. Jamie Thin for Time Tabling and Morna Findlay for HR and Student Systems.

#### 2. Project to start

Space allocation & room utilisation planning:

Duncan Stewart has been identified as possible BA resource for this but this has still to be confirmed.

- ☒ [MM] to confirm with resource manager.

#### 3. Budget

##### 1. Programme Ring Fenced Days

- The remaining 44 ring fenced days have been contributed to UWP015 to support the development of staff profile in EdWeb, see [issue 57](#).
- FM & MM also discussing CSCE & CMVM contributing 50 days too. Both Bruce Nelson and Paul Clark are considering the option but haven't confirmed as yet.

##### 2. ECA Ring Fenced Days

- As there has been no request from ECA before mid-year, it has been decided that 15 days will be kept for contingency, while the remaining 57 will be released to IS Apps.

☐ [MM] to action

#### 4. Planning

- A joint planning meeting across the three college portfolios has been set for the 29 March.
- FM confirms that he expects that HSS014 and HSS016 will continue into next year. There will also possibly be a new project on space allocation following the outcome of the business requirement exercise.

## 5. AOB

- Sheila Fraser will be back from maternity leave in February and will replace Rhian Davies in these meetings.
- PMO items:
  - FM praised the project management courses and reports that it is the only training course that received an unanimous positive feedback within the college.
  - FM is interested in more project management training for CAHSS such as a dedicated bitesize course which RD noted for follow-up/action. Agile methodology is also of interest. QA offers a 3 days foundations course which is a long time for some staff to be out of the office. RD informs that ISG is looking to develop more courses on Agile, and considering whether bitesize would be an appropriate format.
  - ☐ [RD] will discuss with Dawn Holmes who developed the current resource on Agile
  - ☐ [RD] will check if any appropriate course are available via the eLearning suppliers she has licences for.
  - Change Management training is another topic of interest for FM, QA has provided quotes but are rather pricey.
  - Suggestion to make use of Lynda.com, such as the creation of reading lists.
- SharePoint consultancy: FM raises the need to provide central support/consultancy service for this application. CSCE and CMVM are looking to follow in CAHSS footsteps in terms of setting up SharePoint in their colleges. RD agreed that application development should step up to provide more application developed and support in SharePoint. Alex Carter is currently recruiting to support this.