

Review of January 2017

09 February 2017 19:27

Minutes from meeting on 22 February 2017

Attendees:

Muriel Mewissen (MM), Fraser Muir (FM)

Notes:

- [Previous meeting minutes](#)
- [Monthly Report for January 2017](#)

1. Projects in Progress

1. HSS014 - CAHSS School and Programme Quality System

First development sprint has started and is going well. The first 100 days of effort used has been reached this week. This first half of the project was covered by college ring fenced days. Future efforts will be paid by the sponsor, and should start to appear in the bill for Q3. The project should be in a better position now to estimate whether the original 200 days budget will be sufficient to cover the effort needed.

2. HSS015 - School of Economic Job Study

- The UoE development work is complete. Ingeus have done some testing of the APIs but they are behind in their development so full integration testing is not scheduled yet. However, work at Ingeus is progressing and a show and tell of their work on the GUI is planned for the 24 February. AMBER because of the slight delay by Ingeus.
- On-going support when live: Production suggested that the ongoing cost for support days and architecture would be better managed from the central CAHSS budget with Philipp Kircher contributing to this. FM approves of the central budget management.

☐ [MM] will confirm the exact costs with Philipp K and FM as part of the OLA

- Remote connection: FM confirms that the policy is for centrally supported hardware. MM suggested a centrally supported VM with costs added to the ongoing support, Philipp K supported this. FM suggests to investigate the use of the new research cloud (Eleonor - <http://www.ed.ac.uk/information-services/research-support/research-computing/ecdf/cloud>) or whether acting as a pilot site for Data Safe Haven ([RSS006](#)) would provide an appropriate free solution.

☐ [MM] will discuss the project team and production to identify the best solution

3. HSS016 - Academic Workload Modelling Solution

The impact of the change in the tax system (IR35) to contractors' contract is still unknown at this stage and should be recorded as a risk for this project and the programme as a whole. A break in the project or change of PM at this stage would be very detrimental. Some analysis is required to understand what contingency measures can be put in place to reduce this risk and ensure continuity of the project.

- ☒ [MM] to raise with the resource managers, see [risk 3](#).

4. Space Allocation Requirements

Ben Mawson-Mole started work as BA on this activity. FM asked for this activity to be recorded as a project, even though it is only a few days of work, to help with reporting and budgeting.

- ☒ [MM] to create project as HSS017

2. Budget

1. Programme Ring Fenced Days

- The budget has been fully allocated.

2. ECA Ring Fenced Days

- **(Carried over from last month)** 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, see [issue 58](#).

3. AOB

- Training courses:

☐ [MM] to check whether RD has progressed the request for dedicated bite size training course with Euan Cameron.

- SharePoint consultancy: Alex Carter offers to discuss consultancy needs with Bruce Nelson and assess whether ISG can help in the first instance. ISG offers support and consultancy for SharePoint, the team is currently recruiting and will have more capacity for this type of work, and if the requirements from CSCE are beyond what we currently offers then bringing in contractors will be considered. MM will liaise with Bruce N on this but it is therefore unlikely that college ring fenced days will be transferred from CSCE to CAHSS.
- UWP015: It is also unlikely that CSCE will be able to transfer days to UWP015 at this stage because resources may not be available to use up these days this year.
- Online assessment in CMVM: MM provides an update on the progress of the demo & evaluation stage from [MVM107](#).