

Minutes from meeting on 21 March 2017

Attendees:

Muriel Mewissen (MM), Fraser Muir (FM)

Notes:

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

1. Projects in Progress

1. HSS014 - CAHSS School and Programme Quality System - AMBER
 - Agile development are progressing and are currently in iteration 3.
 - Early indications show that it may be a squeeze to complete the scope of the developments in time and budget. Foundation stage over ran and used extra effort. HSS015 has had a small impact on the scheduling and length of iterations, delaying the start of iteration 3 by a few days and taking a day out of iteration 3. This has eaten into the contingency.
 - FM indicates that the scope cannot be reduced. However, the end date is not strict and the timeframe could be extended slightly if needed to allow existing effort to complete. There is no budget for extra effort.
 - FM supports the use of O365 PowerBI for BI. It is expected to be quick and provide efficiency. It is a new tool for production and service management but investment in this technology will benefit other area
[MM] to check with Bill Lee the impact of using Python, as a new technology for the team, has on the project progress and estimation.
Post meeting notes: Bill agrees that Python is a new technology for the team but that the learning curve is balanced by a faster speed of development than when using ColdFusion. The development team agrees that they would not be any further if they had been using ColdFusion.
2. HSS015 - School of Economic Job Study - AMBER
 - The UI wasn't signed off and additional work is required to be done by Ingeus.
 - The timeline had to be pushed back to allow for that.
 - The Sponsor approved an extra 30 days to support the additional work incurred by the delays.
 - There are concerns that Ingeus are not going to deliver the UI as per specification, or that it will not provide what the study needs. Another screen sharing /design session has been requested. However, any changes to be made are likely to increase the development time and delay the end-testing and launch. If the outcome of this next meeting is not suitable then this will be escalated via the Sponsor to Luke Jeavons at Ingeus.
 - We note that the Bamboo service is down at present and preventing us to deploy the latest release of the APIs for testing by Ingeus. The service is expected to be up by Friday at the earliest.
3. HSS016 - Academic Workload Modelling Solution - GREEN
 - NHR has resigned from her post as PM because of the change in the tax system (IR35).
 - MM is taking over as PM.

- Simitive is leading the next stage of this project which will implement a pilot installation.
 - The first step is a Project Initiation Workshop (PIW) next week. Not all stakeholders are able to attend the workshop. Additional meetings have been set to capture input from these in order to feed it to the configuration process.
4. Space Allocation Requirements - AMBER
- BMM also left due IR35. Work on this part of the requirements is complete. The outcome is different from that expected and will be reviewed in CAHSS. The next steps are for additional research into potential tools, creating a short list and demos to take place before considering any further steps. HSS017 to be closed and another project will be created later if needed.

2. Budget

1. *Programme Ring Fenced Days*

- The budget has been fully allocated.

2. *ECA Ring Fenced Days*

- 15 days remain for contingency.

3. *HSSPB2*

- 65 days (Sponsor funded) had been earmarked for potential follow-up to HSS017. This will no longer be needed.

3. AOB

- Training courses: RD is progressing the request for dedicated bite size training course with Euan Cameron. A meeting is set to agree training dates. These could be scheduled fairly soon.
- CSCE has confirmed the transfer of 50 days to the UWP015 project to support development of functionality of interest to the college, see [CSCE issue 41](#).
- Cross college planning session will take place next week (29 March) and the agenda has been circulated.