

Review of March 2017

21 April 2017 09:00

Attendees:

Sheila Fraser (SF), Muriel Mewissen (MM), Fraser Muir (FM)

Notes:

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

1. Projects in Progress

- HSS014 - CAHSS School and Programme Quality System - RED**
 - The risk of this project overrunning due to slower than expected development has been realised.
 - Meetings have taken place to identify what caused this and how to address it. There were several factors: extended foundation stage, impact of using new technologies like EdGel and python, and the Bamboo service outage. The PM is preparing a report to explain what was the individual impact of each of these factors to the delay. Lessons learned have been identified: estimates were too optimistic when using new technologies, and the Bamboo outage prevented the deployment during two iterations. This creating a backlog, and it may have been better to pause the project after the first iteration affected until the service was back to limit the backlog.
 - After careful estimation and re-planning, three additional iterations are needed. These represent 75 days of additional work. FM indicates that CAHSS cannot justify the full cost, a compromise has to be agreed and ISG needs to cover some of these costs. SF notes that the Colleges already received an annual allowance of 150 days from ISG which other areas do not.
 - ☒ [MM and SF] will escalate to IS Applications SMT
 - 50 days (Sponsor Funded) have been set aside in the budget and are enough to cover two iterations. FM agrees that we can progress with the next two iterations. More information, and support from ISG, is needed before he can authorise the third iteration.
 - This extension to the developments creates a conflict on the Senior developer who was scheduled to work on INF123. INF123 is an internal project, and its funding is only available in this academic year. Postponing their developments means that they won't be able to pay for the next year. SF suggests that this can be managed with a funding swap. Let INF123 pay for 20 days of work on HSS014 this year, and next year CAHSS allocates 20 days of their core funding to INF123. FM is ok with this.
 - The use of PowerBI is a change of scope for HSS014 for which FM has a separate budget and the application more generic than just HSS014. It was agreed that this would be better dealt with in a separate project (to be HSS018). This new project will set up the PowerBI gateway. HSS014 will still have to provide data to the gateway, and CAHSS BI team would use PowerBI to create reports.
 - ☒ [MM and SF] to identify a PM for this work and initiate
- HSS015 - School of Economic Job Study - RED**
 - Delays in the development from Ingeus are the cause of the RED status. The suggestion of delivering an interim design by March was rejected. The final design was approved and a new date for UAT is mid-June, and launch to LIVE at the end of June. The test sites have also changed to bigger sites which is good because this should provide us with more data. Ingeus is closing one of the original test site in May, this could have been another driver in them delaying the launch.
 - We are dependent on Ingeus for data and have limited scope for pressure over them.
 - DWP approval is not confirmed either. If approval is not secured in time for the launch then we should consider suspending the project. Production are unlikely to accept a service before it has been launched while development support is available.
 - ☐ [MM] to make it clear to the Sponsor and Ingeus that sliding further is going to be impossible due to holidays in July, and other commitments.
- HSS016 - Academic Workload Modelling Solution - GREEN**
 - Start of the pilot date has moved from 1 May to 1 June. FM approves that the project end date be moved from 31 May to 30 June too.
 - The pilot will run until the end of October. FM anticipates the need for some PM support at the end of the pilot to check against the success criteria and document. If the pilot is successful then a new project will be needed to deploy WAMT to the College. Similar amount of effort (50 days) will be put aside to support the rollout as a change project, any tweaks coming from the pilot and local configuration for schools not in the pilot. Data quality and/or availability is likely to be an issue which will have to be tackled with CAHSS.
 - Communication from Head of School and Head of Subject will be very important. We need to provide them with the right message.
 - ☐ [SF] to share some example comms from the ChildData work
 - College and School WAMT coordinators need to be identified to proceed with the training and configuration. MM will discuss responsibility with Simitive and talked to the DoPS to identify the appropriate staff. This is likely to be current WAM allocators.
 - Ease integration still to come.
- HSS017 - Space Allocation Requirements - AMBER**
 - Delay in official closure - last report needs updating.

2. Budget

- Programme Ring Fenced Days**
 - The budget has been fully allocated.
- ECA Ring Fenced Days**
 - 15 days remain for contingency.
- HSSPB2**
 - 50 days (Sponsor funded) will support two additional iterations for HSS014.

3. AOB

- Training courses:
 - RD and Euan Cameron are progressing this.
 - QA will provide CAHSS with agile PM training with certification
 - FM is interested in providing training to SMT on PM, being a sponsor and risk management. A (away) day could be tailored to cover Sponsor and Risk management.
 - ☐ [MM] will ask Mark R if there are any plans for further Sponsor training
 - 17/18 Planning to be added to the agenda for the meeting in May.