

# 20 June 2017 - Review of April & May

09 June 2017 15:20

## Attendees:

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

## Notes:

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

### 1. Projects in Progress

- a. HSS014 - CAHSS School and Programme Quality System - GREEN
  - Scope has changed after the Business User upgraded a user story that had been left out of the last development iteration, from a "should have" to a "must have". This is a 2d piece of work which can be covered in the budget. It has a dependency on DevTech, and combined with the developer annual leave, the earliest this work could be scheduled is August. This means the project has to be extended. FM approves this, and work done in 17/18 will be billed in 17/18. We note that this tool is now in use and all is going well so far.
  - INF123 - day swap - the estimate for the number of days is 34. This is confirmed in [PRICCL 65](#).
- b. HSS015 - School of Economic Job Study - GREEN
  - The feedback received from DWP is not positive. They are concerned over potential commercial advantage to Ingeus. Philipp Kircher is very disappointed. Ingeus is planning a telconf with DWP, and Philipp to clarify any concern. DWP lost staff because of IR45 and knowledge has been lost. It may be a simple matter of explaining the request again. However, the delay in getting approval could be long, and there is no technical work remaining, OLA and SLA have been drafted. These may need tweak following approval, i.e. to conform to any request from DWP. There is little else we can do to progress this as the agreement is between Ingeus and DWP.
  - ✓ [MM] to check with Ingeus if there is anything we can do to help with DWP
  - ✓ [MM] to recommend suspending the project with Philipp.
  - Recommendation to suspend the project for two months, and agree a checkpoint to review progress with DWP. Then a decision on way forward can be taken, re-start, suspend or close.
- c. HSS016 - Academic Workload Modelling Solution - AMBER
  - Project needs to be extended because the configuration work is longer than expected. College WAM coordinators (Andrew & Katy) are doing the work with support from Simitive. Simitive has estimated the work to be 5 days. This may take longer due to other commitments for Andrew & Katy. School WAM coordinators will need to review and approve the configuration for their school with Andrew & Katy before the WAMT is made live. This will be done via individual meetings to minimise delays with people availability over the summer period. Then the data can be loaded in.
  - ✓ [MM] to confirm timeline with WAM coordinators
  - FM expects the DoPS, heads of school and heads of subjects to be prepared to test WAMT when live.
  - ✓ [MM] to set meetings for the Board to capture early feedback mid-August, and

another meeting at the end of the pilot.

- Agreement that the project need to be extended but should be closed one month after the launch. The original objectives have been met. This means that the project doesn't cover the duration of the pilot.
- FM asked for a new low level project to be initiated to ensure the use of WAMT is ticking over during the pilot and capture the feedback at the end. The findings will need to be documented for the Staffing Management committee.
- A third project is expected to cover the rollout of WAMT to the College in case the pilot is successful.
- Issue with the proposed domain ([www.wam.ed.ac.uk](http://www.wam.ed.ac.uk)) which is not registered unlike first thought. MM is chasing Tony Weir, as the decision has to be made by the registration committee. This needs to be resolved as we do not want staff to be exposed to a Simitive URL.
- FM is happy for the college WAM model to be shared with Sheila Lodge who has been enquiring about this work.

d. HSS017 - Space Allocation Requirements - RED

- ☒ [MM] to write the closure report next week

## 2. Budget

a. *Programme Ring Fenced Days*

- The budget has been fully allocated.

b. *ECA Ring Fenced Days*

- The last 15 days for contingency can be released

c. *HSS014 Days Swap with INF123*

- The number of days is 34. This is confirmed in [PRICCL 65](#).

d. *Effort in July - only HSS016*

- Extra days to cover work for HSS016 over July will be included in Q4 bill.

## 3. AOB

a. Hope Park Counselling Centre

- MM met with Chris Kant to understand the background, an estimate of 6-10 days of BA work is needed. HPCC doesn't want pay for this work. FM agrees to cover the costs of the business analysis but HPCC should be prepared to cover the costs of implementation (~ £10K)
- MM talk to Fiona Wight next week
- A small amount of PM is needed too.

- ☒ [MM/SF] to confirm PM/BA for this work. **Post meeting notes:** This will be Ben Armstrong.

b. HSS011 unpaid bill

- COL has now agreed to pay the bill.  
There has been ongoing issues with central costs and that school because they don't contribute to the college top slice for many years.
- CESAR is now 3 years old and COL should be thinking about end-of-life. Suggest a review now, and a bigger discussion at 5 and 7 years to decide what to do.
- COL is responsible for ongoing cost but ISG should be advising and help COL plan for what they need to be budgeting for compliance and maintenance to keep things running.

c. HSS018

- MM has not had the capacity to start this work. This will go back to resourcing for someone else to pick. This will be needed soon as data will be expected to be produced by the outcomes of HSS014 in August.

- ☐ [MM/SF] to confirm PM/BA for this work

- d. SharePoint
  - Student project is going ahead working with Victoria Dishon and Eduardo to document the current workflows. This will be limited to BA but should be useful as the workflows are generic and this should promote understanding and reuse within the colleges. FM is aware of another student intern looking at how the wiki and SharePoint are used for Biological Sciences. Victoria can coordinate them working together if useful.
  - Share Claire Bradford first internal newsletter on SharePoint service. It is expected to be monthly. It is a step forward for the service but lots remain to be done, especially with regards to providing consultancy for bespoke development.
- e. Meetings for next year to be set, locations to be confirmed closer to dates according to what suits best.