

Accommodation Catering and Events

Programme Meeting – August 2016

Minutes of meeting held on 14th September 2016

Attendees: Anne Finnan (AF), Scott Moncrieff (SM), Andy Stewart (AS)
Apologies: Claire Barnish (CB), Rhian Davies (RD), Gillian Henderson (GH),
Mike McMonagle (MM),

1. Welcome and Background

The normal monthly programme meeting will be extended to IS Applications on a quarterly basis with a view of getting a better overview of the project related activity

2. Programme Summary

For the academic year 2016-17, three projects are scheduled to be undertaken;

2.1. The programme budget is 162 days

2.2. The Kx database Infrastructure Upgrade project has commenced as scheduled

2.3. Burn rate for the first month is 15% but noted the schedule of projects

3. Projects Not Started

3.1. AP56-059: Delivered Catering External

3.1.1. SM advised that after a number of potential suppliers have demonstrated potential solutions, the relevant tender documentation is currently being prepared prior to going to the marketplace

3.1.2. AF advised that with the requirement to interface with the central Finance system, contact should be made with both Garry Robertson and Gordon Forbes to first advise of intentions and secondly to determine specific requirements regarding any system interface

Action: SM to contact Central Finance

3.2. AP67-047: Cashless Catering Phase 2

3.2.1. It was noted that whilst a project commencement date is as yet unknown, it is not anticipated that the project will not commence before January 2017 at the earliest

3.2.2. It was agreed that the project status would be reviewed at the November programme meeting

Action: AS / SM to discuss

4. ACS036 – Kx Database Infrastructure Upgrade

- 4.1. The project has now commenced and will be managed by Chris Konczak (CK)
- 4.2. At the initial project start-up; colleagues from Accommodation, Catering and Events questioned if the project scope of upgrading the database infrastructure should be extended also to incorporate the application server environment (last updated March 2014) This will reviewed and estimated as part of the project brief to enable the business to direct requirements

AF suggested that it might be preferable to separate the upgrade of the database and application server infrastructure

Action: AS to advise CK of above discussion to discuss further with the project team

- 4.3. In addition it was noted the requirement to resolve where the stand-alone application SimplyPersonnel database should reside

Action: SM to consult with supplier to determine technical requirements

Action: AS to liaise with CK regarding completing an impact analysis regarding the siting of this application

5. Programme Risks

AS advised of the two programme related risks as at the start of 2016-17, as noted below;

- 5.1. Risk 4: Programme Management budget for 2016-17 being exceeded
- 5.2. Risk 5: Completion of Programme Activity within 2016-17
 - 5.2.1. Noted that SM would own this risk