

Accommodation Catering and Events

Programme Meeting – Wednesday 16th November 2016

Minutes of meeting held on 12th October 2016

Attendees: Claire Barnish (CB), Scott Moncrieff (SM), Andy Stewart (AS)
Apologies: Nikki Stuart (NS)
CC: Anne Finnan (AF), Gillian Henderson (GH), Mike McMonagle (MM),

1. Programme Update

- 1.1. AS reported that as a result of the additional workload for Rhian Davies as part of Service Excellence, Nikki Stuart has been assigned as the CSG Portfolio Manager. However, due to this recent change, it was not possible for NS to attend the programme meeting today

2. Programme Summary

- 2.1. With regards the programme;
 - 2.1.1. There is currently one active project underway, ACS036 – Kx Infrastructure Upgrade

3. Projects Not Started

- 3.1. With regards the two further projects currently scheduled for 2016-17, AS advised that having met with the programme sponsor for both projects, it has been decided
 - 3.1.1.AP56-059: Delivered Catering External – This will now be delayed until 2017-18 to enable the business case to be prepared

Action: AS to adjust programme budget

- 3.1.2.AP67-047: Cashless Catering Phase 2 – There is still the requirement for this project to proceed providing the outline requirements can be confirmed at the outset

Action: SM to clarify data protection matters

Action: AS to clarify functional requirements

4. ACS036 – Kx Database Infrastructure Upgrade

- 4.1. Having completed the project brief and estimation, a further review of options is being undertaken to enable a decision on how best to progress to be taken at the end of the month

5. Annual Planning

- 5.1. SM advised that having spoken with the departmental heads it is not anticipated that there will be any specific projects requiring IS Applications support
- 5.2. CB suggested that a contingency block of days be planned to assist with the possible implementation of additional Kx modules. It was agreed that this should be set at 20 days

Action: AS to prepare Project Proposal and forward

6. Programme Risks

Whilst the programme risks were not reviewed they will be updated and reviewed at the next programme meeting