

Accommodation Catering and Events

Programme Meeting – Wednesday 14^h December 2016

Minutes of meeting held on 12th October 2016

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

1. Programme Summary

1.1. With regards the programme;

1.1.1. There is currently one active project underway, ACS036 – Kx Infrastructure Upgrade.

2. Projects Not Started

2.1. With regards the remaining project currently scheduled for 2016-17,

2.1.1. 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. At present there is still the requirement to clarify data protection requirements associated with both photographs and date of birth. AS also advised that on the assumption that individuals will require to opt-in regarding the supply of photographs and date of birth, then an application to manage this will require to be created as it is unlikely that either Card system or uPayChilli could be amended

Action: SM to clarify data protection matters

3. ACS036 – Kx Database Infrastructure Upgrade

It was acknowledged that a number of concerns have been raised both within Accommodation Catering and Events and IS applications regarding the direction of travel regarding the project.

3.1. AS advised that concerns have been raised by IS Apps Senior Management regarding the apparent change of scope incorporating an external hosting option and are seeking clarity of the project objectives and deliverables. As a result, Stefan Kaempf will convene a meeting with representatives from the business and the programme on Thursday 15th December

3.2. CB questioned the amount of effort that has been already spent on the project with either no visible output or visible activity being reported on the project website

3.3. SM advised that after exploring the option of external hosting, the decision has been taken to retain the services of IS Applications to host and support the system

3.4. As a result of the ensuing discussions the following points were noted

3.4.1. AS advised that a considerable time had been spent in attempting to ensure clarity regarding the project brief with regards to both the Database and Application servers migration

3.4.1.1. The creation and subsequent amendments of the project brief and associated estimates on a number of occasions

3.4.1.2. The introduction of the revised charging module

3.4.1.3. Technical investigations regarding database requirements and application server migrations

3.4.1.4. On-going project management time over the period

Action: AS to summarise activity by project phase

3.4.2. Greater transparency is required regarding the on-going activity within the project, with regards to weekly activity, a more detailed monthly programme report and a record of all meetings

Action: AS to discuss further with the project manager

3.4.3. Requirement to ensure that the project brief details appropriate roles and responsibilities within the project. SM advised that Kx do not require to be involved as he will speak on their behalf

Action: Project Team to confirm

3.4.4. SM advised that the main reason for exploring the external hosting option was due in the main to the lack of confidence in IS Apps supporting the application with regards to; the lack of 24x7 cover, the constant loss of service of Kx resulting from mainly the monthly patching routines ; The lack of clarity regarding the responsibility for maintaining the failover scripts

Action: To be discussed further at the meeting on 15th December

3.4.5. With regards the project estimate

3.4.5.1. Requirement to review the overall estimate for remaining activity

Action: AS to review with the project team

3.4.5.2. The estimate for SQL Clustering was queried.

AS advised that the estimate was given based on the knowledge that SQL clustering was a new requirement for IS Applications to implement, but will consult with the Technical lead

CB expressed concern that there was a degree of uncertainty regarding this estimate and requested this be monitored

SM confirmed that SQL clustering was the preferred required for the business

3.4.5.3. SM enquired if there might be agreement to cap the project budget at the current estimate. AS advised that this would require to be authorised by IS Apps Senior Management

3.5. It was agreed that a follow-up in-year project would be required within 16/17 to migrate the application servers and introduce load balancing

4. Annual Planning

4.1. There are currently two projects in the plan for 2016-17, namely;

4.1.1. Delivered Catering External

4.1.2. 20 project days to support the implementation of future kx modules

5. Programme Risks

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