

Accommodation Catering and Events

August Programme Meeting

Minutes of meeting held on Wednesday 13th September 2017

Attendees: Scott Moncrieff (SM), Andy Stewart (AS)

cc: Claire Barnish (CB), Nikki Stuart (NS)

1. Programme Commentary

AS reported

- 1.1. The programme budget has been reduced to 81 days after the withdrawal of the project ACS037 – Cashless catering Upgrade and the associated days in the sponsor funded balance row
- 1.2. The main activity in August has centred around the closing of ACS036 and the way forward with the Kx application.
- 1.3. This has resulted in a higher proportion of days being used in the month.

2. Projects Not Started

AS advised that to assist with the advance planning of resources within IS Apps, there is a requirement to set the start date for all planned projects.

Whilst unsure when these project might commence, the following start dates have been set

- AP56-059 – Delivered Catering External – early November 2017
- Kx Modules Placeholder – early January 2018

SM advised that he was awaiting feedback from the project sponsor with regards the project – AP56-059 – Delivered Catering External

Action: To be reviewed at the next Programme Meeting

3. Projects in Progress

3.1. ACS036 Kx Database Infrastructure Upgrade

This will be formally submitted this week after the closure has been approved by the business

3.2. ACS039 Kx Infrastructure Consolidation

3.2.1. Work is on-going to complete the planning phase of the project. Final estimation meeting scheduled with Production Management next week

3.2.2. Project brief has been updated to remove the activity associated with archiving. SM confirmed the project brief could be forwarded to Kx

This was actioned after the meeting

3.2.3. Resource has been secured over the next week to create a copy of the live database and anonymise. Requirement for ACE personnel to confirm that all personal data has been anonymised

Action: AS to coordinate

Action: SM to contact owners of golden copy and advise

Action: SM to coordinate review of database anonymisation

3.2.4. Funding of this project requires to be confirmed

SM to discuss with CB

4. Additional Activity

4.1. Refresh of Current Test System

4.1.1. SM advised that will need to be delayed to the end of the month to accommodate the business and the availability of Kx

Action: SM to advise of date

4.2. Rolling Programme Activity

4.2.1. Item to be added to Kx meeting in September

Action: AS / SM to update prior to meeting