

Project Weekly Meeting dated 9th April 2014

Apologies: Alex Carter, Dave Berry, Richard Good

Project General Status.

- The agreed schedule for Phase 1 as:-

3 rd April	Load Testing starts	In progress
16 th April	ASOR, Acceptance Sign Off	Scheduled
22 nd April / 23 rd April	Deploy to LIVE	Scheduled
1 st May	DSOR/Phase Closure	Scheduled

No	Action	Owner	Status
4	<p>Determine and report to group on the throughput of the archiving script</p> <p>Update 13th Mar: Pre-implementation task by Service Management to delete from Archive pre-December 2012, to agree Policy</p> <p>Update 19th Mar: Request from Richard to delete out of Archive items with 'N' Status</p> <p>Update 28th Mar: Alex has raised UNIDESK calls as follows</p> <p>I140327-0420 [IDM] IDM_NOTIFICATION_ARCHIVE tidy - all notifications prior to 1 March 2013 be deleted from the IDM_NOTIFICATIONS_ARCHIVE as their retention is no longer required.</p> <p>I140327-0452 [IDM] IDM_NOTIFICATION_QUEUE tidy-up. Please can all notifications for the services below be deleted from IDM_NOTIFICATIONS_QUEUE as these services either do not use notifications or have been retired.</p> <p>SERVICE_ID SERVICE_NAME</p> <p>100 Active Directory</p> <p>105 Archive</p> <p>120 Athens</p>	<p>Michael Sun</p> <p>Alex Carter</p> <p>Hugh Brown</p>	<p>Ongoing</p> <p>Being progressed 02/04</p>

	<p>Update 02 Apr: Draft load test plan issued and prep activity underway to start on 03/04</p> <p>Update 09 Apr: Phase 1 Load testing plan underway, initial problems with error on MYED however this has been resolved. There is a requirement to review this with WEB003 project to ensure when they go live that there is no impact to IDM.</p>		
16	Request following discussions with Stuart McFarlane/ Dave Berry to review known issues for level of priority	Karen Stirling / Service Management	Ongoing
17	<p>Future task to review and close down known errors in JIRA under IDM001 and COM007</p> <p>Update 27th Mar: All Phase 1 JIRAS updated and closed</p>	Chris McKay / Hugh Brown	Ongoing for other phases
18	<p>Review activities around Phase 2.5 and estimations for other teams. Arrange an estimation session.</p> <p>Update 27th Mar: Following Project board meeting the current view is that the project can deliver Phase 1 and 2 from the remaining 13/14 budget. An assessment of phase 2.5 will be completed in the next few weeks following deployment of COM008; this is to allow a better estimation due to the assumptions and unknowns previously highlighted for Phase 2.5. This review will give a view if this phase can commence and run in parallel with Phase 2</p>	Karen Stirling	In progress after COM008 deployment expected w/c 14 th April
19	Review system and operational documents for any necessary updates	Michael Sun / Richard Good	Ongoing
20	<p>Review BRD Phase 3</p> <p>Update 09 Apr: Email issued out 20th March for comments, awaiting updates from project team</p>	ALL	Ongoing
21	Discussion required around timescales to produce BRD Phase 4	ALL	To be discussed
22	<p>Review if estimates included database migration and discuss where this should take place Phase 3 or 4</p> <p>Update 09 Apr: Please note following review of latest estimate provided by Stevie Conlon there is no estimates included for the migration of the IDM databases (Dev, Test, Live)</p>	Karen Stirling	Ongoing
23	Learn notifications from TEST have been passed to Anne Marie Scott to complete a spot check. Pebblepad not working in test out with control of COM007	Alex Carter	New
24	IDM Dashboard work has completed, request from Alex Carter to place into test however resource budget will be required to complete this as not included in project. Request confirmation of where budget is to come from e.g. KSR	Alex Carter	New

Annual Leave advised:

- Richard Good – 6th -15th April
- Dave Berry – 9th -21st April
- Chris McKay – 21st April, 28th April
- Neil Grant - Mon 21st April / Fri 20th June – Mon 14th July, inclusive
- Hugh Brown – Wednesday 16th April, 23rd-27th June, 24/25 July, 1-5 Sept
- Karen Stirling – w/c 12th May and w/c 8th July
- Michael Sun – 3 weeks May / June time to be confirmed
- Please note Karen Stirling's non-working day is now Monday