COM007 - Migrate IDM to ORACLE SOA 11g and Upgrade Grouper

Project Weekly Meeting dated 9th April 2014

Attendees: Hugh Brown, Michael Sun, Neil Grant, Chris McKay, Karen Stirling

Apologies: Alex Carter, Dave Berry, Richard Good

Next Meeting: Wednesday 16/04 - Dalhousie 4.09

Project General Status.

- Phase 1 Load testing plan underway, initial problems with errors on MYED however this has now been resolved. There is a requirement to review this with WEB003 project to ensure when they go live that there is no impact IDM.
- COM007 Iteration 1 updated Implementation and Rollout Plan reviewed with Tech Management https://www.wiki.ed.ac.uk/display/insite/COM007+Iteration+1+rollout+plan, agreed for console handover to take place after deployment. A Final review of implementation plan will take place at next week's meeting and sign off ASOR.
- Agreed for a Go / No Go email to be issued out on 18th April
- Review post live support for Phase 1
- Phase 2 review of UAT plan and Unit Testing incorporating lessons learnt from Phase 1, updates to be included in UAT plan and xml to be provided to Michael Sun, review any projects which may impact e.g. HR, EUCLID, EUGEX, DAS008.
- Resource conflicts still remain between COM007 and COM008 for Neil's time

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

Current Actions:

No	Action	Owner	Status
4	Determine and report to group on the throughput of the archiving script	Michael Sun	Ongoing
	Update 13 th Mar: Pre-implementation task by Service Management to delete from Archive pre-December 2012, to agree Policy Update 19 th Mar: Request from Richard to delete out of Archive items with 'N' Status Update 28 th Mar: Alex has raised UNIDESK calls as follows	Alex Carter	
	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.	Hugh Brown	Being
	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.		progressed 02/04
	SERVICE_ID SERVICE_NAME		
	100 Active Directory		
	105 Archive		
	120 Athens		

	215 ECAFEED		
	251 eRecruitment Employee Check		
	220 eTime		
	252 Main HR Feed		
	200 OLL		
	108 StudentMail		
	210 UNIDESK		
	125 Unix TimeShare		
	128 WebCT		
	Update 09th April : ARCHIVE tidy initially 21m now 5m outstanding		
	QUEUE tidy-up initially 650K now 55K outstanding		
	Error Queue 2.1m – this activity to be completed pre implementation		
5	Re-plan project: Development services teams to review estimates	All	In progress
	and tasks and PM to re-plan and book resources for Phase 2		
	Update 19th Mar: Agreed to remove Inbound API Clean Up, option		
	to remove Sync Tool Web Service and replace with a command line,		
	Review UAT plan and where UAT test can be included in Unit testing		
	to reduce timescales around UAT from Plan whereby live		
	deployment can move to an earlier slot in June.		
	Update 27th Mar: Removal of items recorded as a decision within the project's website. UAT plan required to understand where test		
	can be added to Unit testing to provide view of plan to deliver in		
	June. IDM restrictions impact dates in July.		
	Update 02nd Apr : Updated phase 2 plan available, review of UAT		
	plan required to revisit deployment dates in June		
	Update 09th Apr: Draft UAT plan reviewed with Unit testing, Michael has provided further details and plan to be updated		
9	The LIVE deployment actions and time to be reviewed and	Richard Good /	In progress
	estimated by Development Services. Any tasks which can be carried	Michael Sun/ Neil	p. 08. 000
	out before live deployment to be identified responsibilities assigned	Grant / Service	
	Update 27th Mar: Implementation plan has been issued to Heather	Management	
	Larnach for review and comment. Raise Service Alert for 22/23		
	April. Resubmit amended milestones to WIS.		
	Update 02nd Apr: Meeting scheduled 08/04 with Tech Man, service		
	alert and change control raised. Michael to update implementation		
	plan with VRS change templates	Kanan Chinlina	
	Update 09 Apr : Review completed with Tech Man minor updates included also raised that a change control for pre deployment	Karen Stirling	
	activity to cover wiki connector, Hugh to arrange		
10	Team to communicate planned annual leave to PM	Project Team	In progress
42	Update: Action ongoing (see updates below)	N. I.C.	
13	Requirement for TAD update is for handover to Production.	Neil Grant	On going
	Update 13th Mar : Neil to advise when this will take place		
	Update 27th Mar: ASTA resource updated for Handover activity to		
	take place		
1.4	Update 02 Apr: Review with Tech Man at meeting on 08/04	Noil Crant	Ongoina
14	Load testing plan to be provided by Neil Grant to give project team an estimate of when activity will complete	Neil Grant	Ongoing
	an estimate of this activity will complete		
		i	

16	Update 02 Apr: Draft load test plan issued and prep activity underway to start on 03/04 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. Request following discussions with Stuart McFarlane/ Dave Berry to	Karen Stirling /	Ongoing
	review known issues for level of priority	Service Management	
17	Future task to review and close down known errors in JIRA under IDM001 and COM007 Update 27 th Mar: All Phase 1 JIRAS updated and closed	Chris McKay / Hugh Brown	Ongoing for other phases
18	Review activities around Phase 2.5 and estimations for other teams. Arrange an estimation session. Update 27 th 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	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	Review BRD Phase 3 Update 09 Apr: Email issued out 20 th March for comments, awaiting updates from project team	ALL	Ongoing
21	Discussion required around timescales to produce BRD Phase 4	ALL	To be discussed
22	Review if estimates included database migration and discuss where this should take place Phase 3 or 4 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)	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