Accommodation, Catering and Events

2016-17 Projects Review and Planning Meeting

Monday 15th August 2016

Attendees: Claire Barnish (CB), Ian Macaulay (IM) (part), Mark Lang (ML),
               Mike McMonagle (MM), Andy Stewart (AS)
Apologies: Anne Finnan (AF), Scott Moncrieff (SM)

1. **Meeting Objective**
   1.1. To review the projects scheduled for 2016-17 and
        1.1.1. Re-clarify requirements
        1.1.2. Understand business timescales
        1.1.3. Consider IS Applications availability in association with required business timescales

2. **2016-17 Programme**
   2.1. There are currently three projects scheduled to be undertaken within the stated academic
        year, namely;
        2.1.1.Cashless catering
        2.1.2.Delivered catering – External
        2.1.3.Upgrade Kx database Infrastructure
   2.2. Confirmation was given by CB / IM that it was the intention that the project would be
        undertaken this year

3. **Cashless Catering**
   In reviewing the outline requirements, the following observations were noted;
   3.1. IM stated that the application had run very successfully over the past year, with very few
        issues being reported regarding the data feeds

   3.2. IM advised that discussions were on-going with Uniware regarding the Loyalty and
        Promotions module

   3.3. IM advised that a Test system would be available at Uniware to enable any future changes
        to be tested

   3.4. IM advised that there were four specific changes were being proposed. These changes
        could be classified as either security related or marketing related, namely;
        3.4.1.Security Related
             3.4.1.1.   Feed of staff pictures to enable additional security checks to be made at the
                     point of sale terminals. This is particularly relevant due to the usage of mobile
                     devices to confirm payment.
                     In implementing this change it was noted that there would be the requirement
                     for IM to confirm University policy regarding photo id transfer to externally
                     hosted systems
             3.4.1.2.   Increase polling updates from the current period of 1 hour to 5 minutes
                     Requirement to fully understand any technical restrictions in implementing this
                     change.
                     MM to review with IS Apps Development Team

3.4.2. Marketing Related

    3.4.2.1.   Include individual's date of birth (DOB).
        In implementing this change it was noted that there would be the requirement for IM to confirm University policy data transfer to externally hosted systems

    3.4.2.2.   Include individuals related school / department to enable targeted marketing
        It was noted that a change would be required from Uniware to enable elongated department names to be included. In addition, clarification of where the information could be sourced from

3.5. In considering timescales

    3.5.1. IM advised that as Uniware were currently focussed on the Loyalty and Promotions module, it was unlikely that this change could be implemented this calendar year

    3.5.2. It was agreed that the project should look to implement all changes at the one time as opposed to splitting the development, testing and implementation. As a result, it was agreed that the start date for the project should be set for January / February 2017

3.6. Action Points Summary

    3.6.1. Requirement to determine university policy regarding transfer of information such as date of birth and photograph identification to externally hosted systems

    3.6.2. Requirement to determine any technical limitations regarding increasing the polling rate and the sourcing of individual's department

4. **Delivered Catering – External**

In reviewing the outline requirements, the following observations were noted;

4.1. IM advised that as a solution is not provided through the current Kx application there has been the requirement to review the options within the marketplace. Whilst this appears to be a tight market with few suppliers, several potential suppliers have been identified and reviewed

Work is currently on-going with Procurement to prepare a published tender by the end of the calendar year categorising functionality as noted below prior to completing the selection process early in 2017

4.1.1. Mandatory requirements

4.1.2. Requirements to be delivered within 6 months of implementation

4.1.3. Requirements to be delivered within 12 months of implementation

4.2. It was noted that there will be the requirement to interface with the central Finance system and that IM should advise Lee Hamill and Gary Robertson in Finance regarding requirements for both direct and invoiced payments
Gary Robertson will be able to provide the technical specification for the finance interface

4.3. It was noted that IS Applications could assist with;

    4.3.1. An Equality Assessment of any of the potential solutions

    4.3.2. Guidance regarding a question set relating to system requirements

4.4. MM advised that there will be a forthcoming upgrade to the Finance system which may restrict the availability of Finance staff for testing purposes – although the dates have to be confirmed

4.5. In considering timescales, agreed that the implementation project would look to commence early 2017

4.6. Action Points Summary

    4.6.1. IM to contact Finance to advise of requirements and source technical interface specification

    4.6.2. AS to circulate IS Applications question set relating to system requirements within a procurement

    4.6.3. AS to determine potential dates for Finance system upgrade

5. Upgrade Kx database Infrastructure

In reviewing the outline requirements, the following observations were noted;

5.1. In considering the infrastructure there would the requirement to determine

    5.1.1. Potential of upgrading to the latest version of SQL Server

    5.1.2. Database to hosted on stand-alone infrastructure or part of the shared infrastructure

    5.1.3. Failover provision

5.2. In considering timescales, this project will be scheduled to commence in September

5.3. ML confirmed that Alister Webb would be the technical lead from IS Applications

5.4. Action Point Summary

    5.4.1. AS to coordinate project start-up