Accommodation Catering and Events

Programme Meeting – September 2016

Minutes of meeting held on 12th October 2016

Attendees: Scott Moncrieff (SM), Andy Stewart (AS)
Apologies: Rhian Davies (RD)
CC: Claire Barnish (CB), 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 with two further projects currently scheduled to commence in January 2017

2. **Projects Not Started**
   2.1. The remaining projects; Delivered Catering and Cashless Catering Phase 2 are both scheduled to commence in January 2017. A meeting with SM and the project sponsor Ian Macaulay has been scheduled for 16th November to review project feasibilities and potential timelines

3. **ACS036 – Kx Database Infrastructure Upgrade**
   3.1. The outline project brief has been generated
   3.2. The process of preparing the estimation based on the project brief has been delayed due to the unavailability of the technical lead due to holidays and sickness.
   3.3. Subsequent to the report being generated;
      3.3.1. A project brief review meeting was held on Tuesday 11th October to enable the estimation process to be undertaken
      3.3.2. Project estimation to be circulated by 20th October to enable options to be reviewed and project brief finalised

4. **Annual Planning**
   4.1. Whilst the annual planning schedule dates have still to be formally communicated to the business, it was agreed that SM would consult internally to determine any potential projects to be included in the next planning round

   Action: SM to commence discussions

5. **Programme Risks**

   The programme risks were reviewed and the following observations noted;

   5.1. Risk 4: Programme Management budget for 2016-17 being exceeded
   This has been updated to a RAG status of Amber as the budget percentage utilised to-date is greater than the pro-rata budget percentage. This will continue to be monitored by the programme manager

   5.2. Risk 5: Completion of Programme Activity within 2016-17

5.2.1.No change. Meeting arranged for 16th November to review projects with the project sponsor