



EST090 : Waste Management System Upgrade - Project Brief

Project Brief

Document Sign-off

Name	Role	Date signed off
David Brook	Project Sponsor	
Elaine Wighton	Project Manager	
Andrew Stewart	Programme Manager	
Fleur Ruckley	Business Lead	
Alister Webb	Technical Architect	
Anne Finnan	Production Management Coordinator	
Heather Larnach	Tech Management	
Nicola Burton	FalconData Project Manager	
Nick Wilkinson	FalconData Developer	

1. Overview

1.1 Background

A new Waste Management System supplied by FalconData was delivered in May 2014 to deal with the safe disposal of Healthcare, Animal By-Product and Radioactive waste from various University sites in accordance with legislative requirements. The different types of waste are disposed of via different routes and effectively tracked to the point of treatment/destruction. In addition, producing departments are recharged appropriately for waste they produce with different charges applying depending on the container type, size and contents/route.

The University must ensure that the application remains within the suppliers support agreement and maintain a continuous improvement programme of how the Waste Management team manage and track waste collection throughout the University.

1.2 Scope

The project will be delivered in 2 phases. The first phase is mandatory and the second is optional depending on available time.

Phase 1

- Upgrade existing application from version 2.7.3.0 to version 4.0.0.0

Phase 2

Define and develop functional enhancements with regards to:

- Missed collections
- Label Generation

Investigate the feasibility of improving PDA connectivity.

1.3 Objectives

The objectives of this project are to:

Phase 1

Deliver a working upgrade



Phase 2

Improve the operational functionality of the system with regards to:

- Missed collections
- Label Generation
- PDA connectivity

1.4 Deliverables

The project will deliver:

Phase 1

Fully functioning upgraded system - Mandatory

Phase 2

Improved operational functionality of system with regards to:

- Missed collections - Optional
- Label Generation - Optional
- PDA connectivity - Optional

1.5 Benefits

Phase 1

The Waste Management System will be aligned to latest version of the suppliers application and remain within the support agreement.

Phase 2

There will be improved business efficiencies with regards to:

- Missed collections - Optional
- Label Generation - Optional
- PDA connectivity - Optional

1.6 Success Criteria

Phase 1

Fully functioning system post upgrade

Phase 2

As this is optional, if the enhancement were included they would deliver improved business processing and efficiencies within the application to the benefit of the Waste Management Team and the Waste Contractors

Project Milestones

Target Date	Title	Stage	Complete
14-Jan-2016	End of Planning	Plan	No
29-Jan-2016	Deploy to TEST	Execute	No
19-Feb-2016	User Acceptance Sign Off	Accept	No
04-Mar-2016	Deploy to LIVE	Deliver	No



2. Impact

2.1 Priority and Funding

This is a priority 2 project which is funded by Estates Department.

2.2 Impact and Dependencies

The Waste Management System is stand alone therefore the only impact to the business will be system unavailability during the live deployment.

This project has major dependencies on the supplier FalconData and the Estates Waste Management Team.

Project Risks

Title	Impact	Probability	Status	Risk Owner
Failure to complete Phase 1 upgrade within fixed timescale	Critical	High	Open	David Brook
Availability of Business Lead	High	Medium	Open	David Brook
Availability of Dev Tech	Low	Low	Open	Gillian Henderson
Availability of Project Manager	Low	Low	Open	Andrew Stewart
Availability of Apps Management	Low	Low	Open	Anne Finnan
Unexpected issues encountered during testing	Medium	Medium	Open	Elaine Wighton
Availability of FalconData Resource	Medium	Low	Open	Elaine Wighton
UAT requires more than the 2 iterations planned for Insufficient time to deliver Phase 2	Low	Medium	Open	David Brook
	Medium	Medium	Open	David Brook

3. Organisation

3.1 Work/Task Breakdown

Work task breakdown is as follows:

1. Planning

- Prepare project brief incorporating:

- 1. Project estimate

- 2. Project plan

2. Business Analysis

- Document business requirements associated with additional functionality associated with:

- 1. Missed collections



2. Label Generation

- Review and update existing test script

3. Phase 1 Design

- Update TAD

4. Phase 1 Build

- Provide a copy of the live system to FalconData
- Falcondata to complete update locally and complete initial testing using UoE test script
- Implement system upgrade with regards to:
 1. Database
 2. Windows client
 3. Web based portal
 4. New reporting module

5. Phase 1 User Acceptance Testing

- Waste Management team to undertake user acceptance testing
- Complete Deployment CheckList
- Complete Operational procedures
- Complete handover to IS Apps Production
- Prepare deployment to live procedures, including fall back procedures

6. Phase 1 Deployment

- Deployment to Live
- Back ups for go live

7. Phase 2 Design

- Update TAD

8. Phase 2 Build

- Provide a copy of the live system to FalconData



- Falcondata to complete update enhancements locally and complete initial testing using UoE test script

- Implement system enhancements with regards to:

1. Database

2. Windows client

3. Web based portal

4. New reporting module

9. Phase 2 User Acceptance Testing

- Waste Management team to undertake user acceptance testing

- Complete Deployment CheckList

- Complete Operational procedures

- Complete handover to IS Apps Production

- Prepare deployment to live procedures, including fall back procedures

10. Phase 2 Deployment

- Deployment to Live

- Back ups for go live

11. Project Closure

- Complete project closure report

- Project closure

3.2 Resources Skills and Cost

The project will require the following resources:

- Dev Tech - provide technical support throughout the project
- Production Management - to oversee transition into the live environment
- System supplier, FalconData - to deliver upgrade (and enhancements if time allows)
- Fleur Ruckley, Waste Management Manger - to oversee and sign off all functional testing
- Project Services - to manage the project

Project Stakeholders

Name	Business Area	Role	Communication Plan
Elaine Wighton	IS Applications - Project Services	Project Manager	<ul style="list-style-type: none">• Weekly project meetings• Major milestones sign off



<u>Name</u>	Business Area	Role	Communication Plan
Andrew Stewart	IS Applications - Project Services	Programme Manager	<ul style="list-style-type: none">• Project support• Major milestone sign off• Weekly project meetings• Major milestone sign-offs• Weekly project meetings• Major milestone sign-offs• Weekly project meetings• Major milestone sign-offs
Fleur Ruckley	Estates - Waste and Environment Manager	Business Lead	
Alister Webb	IS Applications - Development Technology	Technical Architect	
Nicola Burton	FalconData - Project Manager	FalconData Project Manager	
Contact Details			
Telephone:			
Office - 01344 780123			
Mobile - 07711 002584			
Nick Wilkinson	FalconData - Technical Lead	FalconData Technical Lead	<ul style="list-style-type: none">• Weekly project meetings• Major milestone sign-offs
Anne Finnan	IS Applications - Management	Production Management Coordinator	<ul style="list-style-type: none">• Major milestone sign-offs
David Brook	Estates - Acting Head of Estates Operations	Project Sponsor	<ul style="list-style-type: none">• Copy of weekly project meeting minutes• Monthly Programme Meeting• Major milestone sign-offs• Major milestone sign-offs
Heather Larnach	IS Apps - Tech Management	Tech Management	<ul style="list-style-type: none">• Major milestone sign-offs• Major milestone sign-offs
Project Estimations			
Title	Spreadsheet	Stage Plan	Date Completed
Project Estimate V0.1	EST090-ThreePointEstimates V0.1.xls		21-Dec-2015
Project estimate v0.2	EST090-ThreePointEstimates V0.2.xls	Plan	06-Jan-2016

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