

# 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	<a href="#">End of Planning</a>	Plan	No
29-Jan-2016	<a href="#">Deploy to TEST</a>	Execute	No
19-Feb-2016	<a href="#">User Acceptance Sign Off</a>	Accept	No
04-Mar-2016	<a href="#">Deploy to LIVE</a>	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

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

## 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  
Elaine Wighton

Business Area  
IS Applications - Project Services

Role  
Project Manager

Communication Plan

- Weekly project meetings
- Major milestones sign off



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

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