

CSG005 : Enhancements to RETAIN - Project Brief

Project Brief

Version Control

Date	Amendments
03/02/2015	First draft for discussion
10/02/2015	Changes to Business Resources section

Document Sign-off

Name	Role	Date Signed-Off
Dawn Nicholls	Project Manager	13/02/2015
Candice Schmid	Project Sponsor	10/02/2015
Mark Green	Business Lead (Radioactivity-related requirements)	10/02/2015
Fiona Harris	Business Lead (Bio-related requirements)	10/02/2015
Mike McMonagle	Development Lead / Agile Coach	13/02/2015
Jonny Mayo	Developer	10/02/2015
Gavin Pennycook	Developer	10/02/2015
Mark Dobbing	Dev Tech Rep	13/02/2015
Anne Finnan	Support Rep	13/02/2015
Heather Larnach	Tech Management Rep	13/02/2015

1. Overview

1.1 Background

The RETAIN application was developed by IS Applications in 2013 in partnership with Health & Safety to address the regulatory reporting requirements for the storage and disposal of radioactive and bio-hazard products in the University. The initial development, delivered under project CSG001, concentrated predominantly on radioactivity requirements, though a small amount of basic bio-hazard functionality was included, along with a basic Business Objects reporting universe.

This follow-on project is to extend the bio-hazard functionality so that it more fully meets the needs of the end users in the Schools and the legislative reporting needs of Health & Safety.

This project will also address user feedback on the radioactivity functionality so that it can be rolled out to a wider audience in the Schools. It will enhance the BI Universe to improve both standard and ad-hoc reporting.

The project will also take the opportunity to migrate the RETAIN application from Coldfusion version 9 to version 10.

1.2 Scope

This project will be managed using the Agile methodology, which means that the budget and timescales are fixed and the requirements will be prioritised/de-prioritised to fit within those parameters.

The general scope under consideration is: -

- Extended bio-hazard functionality
- Radioactivity enhancements based on user feedback
- Standard BI reports
- Enhanced BI universe to facilitate ad-hoc reporting
- Migrate application from CF9 to CF10

Objectives

- To extend the bio-hazard functionality of RETAIN so that it caters for the regulatory reporting need
- To extend the radioactivity functionality of RETAIN so that it addresses the user feedback and allows the system to be rolled out to a wider audience

- To extend the pre-formatted radioactivity BI reporting so that it meets the regular legislative reporting requirements
- To introduce pre-formatted bio-hazard reporting so that it meets the regular legislative reporting requirements
- To improve the BI reporting to better support ad-hoc reporting
- To migrate the application onto Coldfusion 10 so that it continues to operate on a supported platform

1.3 Deliverables

- Additional bio-hazard functionality as prioritised by Health & Safety within the allocated budget
- Additional radioactivity functionality as prioritised by Health & Safety within the allocated budget
- Standard reports for radioactivity as prioritised by Health & Safety within the allocated budget
- Standard reports for bio-hazard as prioritised by Health & Safety within the allocated budget
- Enhanced reporting layer on the BI Universe
- RETAIN operating on Coldfusion 10

1.4 Benefits

- To reduce the manual paperwork involved in the capture of regulatory radioactivity and bio-hazard data in the Schools and in Health & Safety
- To improve the quality of the data captured for regulatory reporting
- To improve the ease of production of the regularity reporting for radioactive and bio-hazard materials
- To maximise the return on investment in the RETAIN application by rolling it out to more Schools

1.5 Success Criteria

- RETAIN is able to capture all of the legislative bio-hazard information so that the current manual forms can be de-commissioned
- RETAIN is able to cater for the additional requirements that currently prevent certain Schools from using the system
- Health and Safety are able to produce the routine radioactivity legislative reports from the BI Universe
- Health and Safety are able to produce the routine bio-hazard legislative reports from the BI Universe
- RETAIN operates correctly on the new Coldfusion 10 platform

Project Milestones

Target Date	Title	Stage	Complete
13-Feb-2015	End of planning stage	Plan	Yes
05-Mar-2015	End of foundations stage	Analyse	No
04-May-2015	End of development iterations	Execute	No
29-May-2015	End of maintenance stage	Deliver	No
17-Jun-2015	Project closure	Close	No

2. Impact

2.1 Priority and Funding

- The project has been classed as priority 2 (medium)
- The project budget is 190 days (120 from core funding and 70 sponsor funded days)

2.2 Impact and Dependencies

- There are no known areas of impact or dependency

Project Risks

Title	Impact	Probability	Status	Risk Owner
New SAPO legislation due in April	Low	Medium	Open	Fiona Harris
Impending paternity leave for key radioactivity stakeholder	Medium	Critical	Open	Candice Schmid
MVM re-organisation	Low	Low	Open	Michael McMonagle
Tech environments not correctly set-up	Critical	Low	Open	Iain Fiddes
RMAS conflicts for developers	Medium	High	Open	Michael McMonagle
Lack of BI resource	High	Medium	Open	Michael McMonagle



Name	Business Area	Role	Communication Plan
Gavin Pennycook	IS Apps - Software Development	Developer	<ul style="list-style-type: none"> • Stage sign-off meetings • Start of interation planning meetings • Daily stand-ups • End of iteration review & retrospective meetings
tba	IS Applications - Software Development	BI Developer	<ul style="list-style-type: none"> • Stage sign-off meetings • Start of interation planning meetings • Daily stand-ups • End of iteration review & retrospective meetings
Mark Dobbing	IS Applications - Dev Tech	Tech Rep	<ul style="list-style-type: none"> • Stage sign-off meetings • End of iteration review meetings (optional)
Anne Finnan / John Chan	IS Applications - Apps Mgmnt	Support rep	<ul style="list-style-type: none"> • Stage sign-off meetings • End of iteration review meetings
tba	IS Applications - Project Services	Business Analyst	<ul style="list-style-type: none"> • Stage sign-off meetings • Daily stand-ups • Start of interation planning meetings • End of iteration review & retrospective meetings
Heather Larnach	IS Applications - Tech Management	Tech Management Rep	<ul style="list-style-type: none"> • Stage sign-off meetings
Project Estimations			
Title	Spreadsheet	Stage	Date Completed
Original estimate at initiation		Initiate	26-Jan-2015

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