



# 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 Finnian	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 to 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 regular 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	<a href="#">End of planning stage</a>	Plan	Yes
05-Mar-2015	<a href="#">End of foundations stage</a>	Analyse	No
04-May-2015	<a href="#">End of development iterations</a>	Execute	No
29-May-2015	<a href="#">End of maintenance stage</a>	Deliver	No
17-Jun-2015	<a href="#">Project closure</a>	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
<a href="#">New SAPO legislation due in April</a>	Low	Medium	Open	<a href="#">Fiona Harris</a>
<a href="#">Impending paternity leave for key radioactivity stakeholder</a>	Medium	Critical	Open	<a href="#">Candice Schmid</a>
<a href="#">MVM re-organisation</a>	Low	Low	Open	<a href="#">Michael McMonagle</a>
<a href="#">Tech environments not correctly set-up</a>	Critical	Low	Open	<a href="#">Iain Fiddes</a>
<a href="#">RMAS conflicts for developers</a>	Medium	High	Open	<a href="#">Michael McMonagle</a>
<a href="#">Lack of BI resource</a>	High	Medium	Open	<a href="#">Michael McMonagle</a>



## 3. Organisation

### 3.1 Work/Task Breakdown

- Business requirements gathering, including consolidation of existing radiation User Stories plus 2 x User Groups workshops to gather bio-hazard User Stories
- Foundations phase to include technical set-up, User Story estimation and prioritisation
- 3 x 2-week development iterations
- 1 x 2-week BI/reporting iteration
- Maintenance period (to address live issues/feedback)
- Closure

### 3.2 Resources Skills and Cost

#### IS Applications resources

- Project Manager (1-2 days per week)
- Business Analyst (2 days per week)
- Development Lead/Agile Coach (1 day per week)
- 2 x Coldfusion Developers (5 days per week during development iterations)
- 1 x BI Developer (5 days per week for a 2-week period towards the end of development)
- Tech Rep (for initial environments set-up then 0.5 per week)
- Support Rep (up to 0.5 day per week)

#### Business resources

- Product Owner (2 days per week)
- Business area specialist for radioactivity (2 days per week)
- Business area specialist for bio (2 days per week)

#### External resources

- None

#### Project Stakeholders

Name	Business Area	Role	Communication Plan
<a href="#">Dawn Nicholls</a>	IS Apps - Project Services	Project Manager	<ul style="list-style-type: none"><li>• Stage sign-off meetings</li><li>• Daily stand-ups</li><li>• Start of iteration planning meetings</li><li>• End of iteration review &amp; retrospective meetings</li><li>• Stage sign-off meetings</li><li>• Start of iteration planning meetings</li><li>• End of iteration review &amp; retrospective meetings</li><li>• Stage sign-off meetings</li><li>• Start of iteration planning meetings</li><li>• End of iteration review &amp; retrospective meetings</li><li>• Stage sign-off meetings</li><li>• Start of iteration planning meetings</li><li>• End of iteration review &amp; retrospective meetings</li><li>• Stage sign-off meetings</li><li>• Start of iteration planning meetings</li><li>• End of iteration review &amp; retrospective meetings</li><li>• Stage sign-off meetings</li><li>• Start of iteration planning meetings</li><li>• Daily stand-ups</li><li>• End of iteration review &amp; retrospective meetings</li><li>• Stage sign-off meetings</li><li>• Start of iteration planning meetings</li><li>• Daily stand-ups</li><li>• End of iteration review &amp; retrospective meetings</li><li>• Stage sign-off meetings</li><li>• Start of iteration planning meetings</li><li>• Daily stand-ups</li><li>• End of iteration review &amp; retrospective meetings</li></ul>
<a href="#">Candice Schmid</a>	Health & Safety	Project Sponsor	
<a href="#">Mark Green</a>	Health & Safety	Business Lead (Radioactivity-related requirements)	
<a href="#">Fiona Harris</a>	Health & Safety	Business Lead (Bio-related requirements)	
<a href="#">Mike McMonagle</a>	IS Apps - Software Development	Agile Coach	
<a href="#">Jonny Mayo</a>	IS Apps - Software Development	Lead Developer	



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

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