

29 JUN '98 10:28 FROM BA-POCL TERMINAL HSE TO GRO

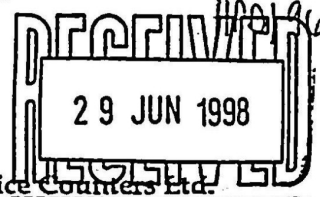
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FAX HEADER

Horizon Programme



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To:	Dave Miller
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Date:	29/6
Time:	10:00
Number of pages incl. this one:	5
From:	Bob Burkin

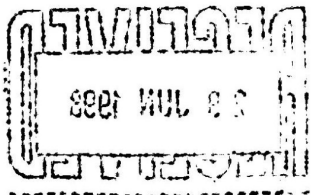
Subject:	MINUTES OF THE CAPS BOARD MEETING HELD ON 12 JUNE
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Comments
I attach a copy of the agreed minutes of the CAPS Board meeting attended by Dave Miller on the 12 June.
I have indicated on the right the corresponding action point number taken from Dave's own record of the meeting.
Dave's action 2 re a Reference Data issue does not appear in the 'official' minutes!
I will chase the actions and provide a status report to CAPS.

Bob Burkin
Horizon Planning Team

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CAPS and Card Programme Board Action Notes

12 June 1998, Room B2506 (F), Longbenton

Issue 4 (Horizon only)

Attending: Alexis Cleveland (Chair), Dave Miller, John Codling, Vince Gaskell, Peter Crahan, Lis Astall, John Delamore, Ken Davenport, Frances O'Connell, Tim Cutts and Ian Roden.

Apologies: George McCorkell

1 Horizon Directors Report

- 1.1 After brief introductions the meeting discussed various elements of the report and then the Horizon Action Points from previous meetings.

2 Progress against the Master Plan and Integrated Programme Plan

- 2.1 Alexis Cleveland noted that in the key milestones listed under 'Progress Against the Master Plan and Integrated Programme Plan' Pathway were to have completed their development work for Release 2 by 25/5/98 but that this date was now passed.
- 2.2 Dave Miller explained that the work had not yet been completed as some issues still needed resolving, which he believed the Board were already aware of. He touched upon possible problems arising from the late completion of the Data Interface Definition and Validation Rules (DIDVR). Vince Gaskell agreed to seek clarification.

AP 4.3

Vince Gaskell to speak with Mike Coombes on the issues around Pathway Release 2 and the Data Interface Definition and Validation Rules (DIDVR).

3. ICL Pathway Release 2 (Item 4)**• EPOSS Design**

- 3.1 The Board recognised that the EPOSS development is an essential feature of Release 2 and wanted to know what steps were being taken by Horizon to keep sight of the development of this system.

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- 3.2 Dave Miller said that he had made a request to Mike Coombes for greater visibility of the product. Horizon has asked for sight of the design documentation. ICL Pathway are reluctant to allow this because they maintain that their development structures and systems are commercially sensitive and need to be kept secure. Dave Miller has made it clear that he is prepared to accept any security measures ICL Pathway deem fit to protect their intellectual property, but Horizon must be better apprised of EPOSS development.

- Detailed Testing Requirements

- 3.4 There are still a number of unresolved differences between BA and Pathway over the Detailed Testing Requirements. Dave Miller explained that there was a need for a senior level meeting to determine exactly what the testing requirements are going to be. Peter Crahan said that the issues should be tabled at the Formal Management Review Meeting on 18/6/98. The Chair sought and received assurance that if this was not the case, escalation routes were in place and that there was the facility to resolve this issue.

- 3.5 Dave Miller said that there was a paper available on the unresolved differences and that he would get a copy to Vince Gaskell and Peter Crahan.

AP 4.1.(H)

Dave Miller to provide a note of the outstanding issues and differences in the Detailed Testing Requirements for Vince Gaskell and Peter Crahan.

- Installation Beat Rate

- 3.6 The installation schedules are currently being examined and an assessment made of sub-contractor capability.

- Acceptance

- 3.7 Dave Miller reported that after a review of sponsor and supplier expectations, there was still much work to do to obtain clarity of understanding which was acceptable to all parties. Acceptance had been an on-going process for some time (in terms of producing acceptance specifications) there was no 'top down' strategic framework on which to base it. The Board made it clear that the issue of what constituted acceptance needed resolving quickly and it should not be left to the end of the process. A further update on this issue will be provided in the next Horizon Director's Report to the Board.

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- Direct Interface Testing (DIT2)
- 3.8 Dave Miller informed the Board that he had been assured by Pathway that DIT2 will recommence as planned on 16/6/98. A TIP Manager has been put in place and given the authority to stop the testing if he is dissatisfied with the manner in which it is being conducted. The Board will be kept up to date on developments. (5)
- 4 Horizon Action Points
- 4.1 A.P. 3.2(H) Bruce McNiven to pursue the work on the incident involving a disabled customer at Longfawlington PO and advise Paul Hanson of progress and final outcome. An update will be provided in the next Horizon Director's Report. Action Brought forward from previous meeting
- 4.2 A.P. 3.3(H) Bruce McNiven to advise the Board of progress on the establishment of joint CAPS/Horizon working forums. Dave Miller advised that the CAPS/Horizon forums will have been established and have met before his next Board attendance, when he will provide an update. (3 + 9)
- 4.3 A.P. 3.4(H) Peter Crahan (in conjunction with Bruce McNiven) to arrange for an informal Post Implementation Review (PIR) of the organisational changes post April 1998 together with preparation of an action plan. Dave Miller confirmed that this PIR would be a valuable exercise which would allow greater definition of the respective roles and responsibilities of George McCorkell and himself to emerge. (7)
- 4.4 A.P. 3.6(H) Bruce McNiven to provide a clear statement of the contribution each requirement makes to the Pathway solution. Dave Miller said that he would provide the Board with a formal statement (via John Meagher) of what requirements make the 'light' solution 'heavy'. (4)
- 4.5 A.P. 3.7(H) Bruce McNiven to advise Ken Davenport when TIP would be able to pass data to PACS. Ken Davenport had spoken to the TIP Manager about reconciliation and the PACS misconceptions about TIP had now been resolved. Action Point cleared.
- 4.6 Dave Miller was asked if Release 2 and Release 2+ were Year 2000 compliant and agreed to take away an Action Point to keep Vince Gaskell informed on this issue.

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AP 4.2(B)

Dave Miller inform Vince Gaskell if Release 2 or Release 2+ is Year 2000 compliant. (6)

5.2 It was agreed that the items for discussion at the next meeting will be;

5.2.1 Technical Interface Audit Issues (Paper); and (8)

5.2.2 Pathway Live Service Issues (Paper).

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