Electronic *memo*

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To	Bruce McNiven/POCL/POSTOFFICE GRO Chris French GRO Andrew Simpkins GRO Keith K Baines/POCL/POSTOFFICE GRO Ruth Holleran/POCL/POSTOFFICE GRO John Meagher/POCL/POSTOFFICE GRO Min Burdett/POCL/POSTOFFICE GRO Douglas Craik/POCL/POSTOFFICE GRO
cc	
Hard Copy To	
Hard Copy cc	
From	Avila Smith/POCL/POSTOFFICE
Date	25/08/99 08:48
Subject	Acceptance Update Meeting 2

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Follow-On from Acceptance Update Meeting 2
Monday 24th August 1999

Attendees:
- Bruce McNiven
- Chris French
- Andrew Simpkins
- Keith Baines
- Ruth Holleran
- John Meagher
- Min Burdett
- Douglas Craik

Agreed Output and Actions:

	Output and Actions	Action by
1.	Workshops will be: • 25th (Wed) and 26th (Thur) August • start at 9:30 for POCL people (both days) • Wednesday, Pathway joint session will start 11:00 • (will decide on Wednesday when Pathway will join POCL on Thursday) • will be held at the Renaissance Hotel, Heathrow • Book room at Gavrelle House for subsequent meetings	 • KB
2.	Output from Wednesday should be: • status of each AI commonly agreed • agreed data collection (including establishing ground rules for e.g. outlet telephone surveys) • process for going forward • agenda for Thursday • confirm close down dates for agreed rectification plans • Release management to ensure rectification plans are integrated with overall release plans	 • AS
3.	Preparation for Workshops with Pathway • make arrangements for workshop • prepare hot list summary by close of play 23rd August • ensure individual AI write ups are ready by close of play 23rd August • determine whether to issue write-ups to Pathway and Copping • determine participants for each day (core team and, for each AI, champion/technical/ business) and ensure attendance • Check arrangements and receipt of Pathway submissions • Cross check content of Pathway submissions to include in final version of POCL submission for delivery to Peter Copping by mid-afternoon 24 August.	 • JM • JM • MB • JM • KB • JM • MB
4.	Prepare for champions to review Pathway's written submission if/when arrive	• MB
5.	Prepare plan of all key meetings (including Acceptance, RAB, delivery meetings etc)	• AS
6.	Identify additional monitoring and Live Trial activity (to be managed by Live Trial and NB relationship with BSM)	• CCF/JM
7.	Progress TP and other POCL rectification plans	• AS
8.	Review Pathway readiness for roll-out	• CCF
9.	Prepare resource analysis overview for HPB	• CCF
10	Confirm AI champions will define CSFs and ensure information flows in place	• JM
11	Confirm script for BSM Thursday ring round	• JM
12	Re-enforce need for conformance at outlets in phoning helping desks via BSM	• BM
13	Update Andy Radka and Gail Morley on background and decisions	• BM
14	Ensure briefing arranged for Dave Miller ahead of meeting with Christou on 8th September	• JM