Electronic *memo*

P⦿ST ⦿FFICE

To	Keith K Baines/POCL/POSTOFFICE[GRO], John Meagher/POCL/POSTOFFICE[GRO] Chris French/POSTOFFICE[GRO], Dick Brazear/POSTOFFICE[GRO], Jeremy Folkes/ITS/POSG/POSTOFFICE[GRO] Graeme Seedall/POCL/POSTOFFICE[GRO] David Pye/RM_Consulting/RM/POSTOFFICE[GRO], Andrew Radka/POCL/POSTOFFICE[GRO] David McLaughlin/POSTOFFICE[GRO], Adele Henderson/POCL/POSTOFFICE[GRO], Martin Box/POCL/POSTOFFICE[GRO], Ruth Holleran/POCL/POSTOFFICE[GRO]
cc	David X Smith/POCL/POSTOFFICE[GRO], David W Miller/POCL/POSTOFFICE[GRO], Richard Pye/ITS/POSG/POSTOFFICE[GRO] Sue M Harding/POCL/POSTOFFICE[GRO], John G Cook/POCL/POSTOFFICE[GRO], Tony Houghton/POSTOFFICE[GRO]
Hard Copy To	
Hard Copy cc	
From	Min Burdett/POCL/POSTOFFICE
Date	25/11/99 15:02
Subject	Rollout 2000 Decision - Actions for next 10 days

All

At yesterday's Delivery Meeting and subsequent discussions with Pathway, it was agreed to undertake a number of additional activities to establish whether it is safe to progress with the roll-out.

I have put together the attached list of joint POCL/Pathway meetings and events. If your name is emboldened, I am assuming that you are responsible for the meeting/event from POCL's point of view. This is a demanding set of activities - please do all you can to participate and deliver by the end of next week.

Could those who were at yesterday's meeting (especially Dick Brazear who was taking such copious notes) review the attachment and see whether there is anything missing. I will be asking Pathway to do the same.

In addition, could:

Dave Pye arrange the meeting on the 2nd December to review the design. Also it looks as though a POCL only pre-meet would be useful (please call me on Monday when you are back from your course and I'll give you more info)

Martin Box discuss with Ruth Holleran what the appropriate documents are to give to Pathway on the TIP design, and then sort out with John Cook whether an NDA or other restriction needs to be put on Pathway

Andy Radka/Adele Henderson/Dave McLaughlin to determine who should be supporting Keith Baines at the workshop on Tuesday

All let me know of any changes or issues hampering progress.

For information, I also attach the handout (with typo-dates corrected) given to Pathway at yesterday's meeting. Together with Pathway's response (output from event 3), that should be an adequate record of the meeting.

Meet_event end Nov.doc   handout991124.doc

Min

Roll-out 2000 Decision - Events & Meetings Up to 3rd December

	Date	Event or Meeting	Location	POCL	Pathway	Comments/Issues
1.	29/11	Produce response to POCL's view of 24 November criteria monitoring report			John Dicks	
2.	25/11	Meeting: Reference Data Review	Old Street	John Meagher Jeremy Folkes Graeme Seedall Phil Kennedy Nick Embling Dave Ireland Mike Walsh Paul O'Gorman	Steve Muchow Dave Wilcox John Wright Stephan Robson Duncan MacDonald Alison Peacock	
3.	26/11	Written response to POCL demand position			Tony Oppenheim	
4.	26/11	Pathway Non-Disclosure agreements		Dave Pye Graeme Seedall Bruce Talmage Martin Box	John Dicks	
5.	26/11	POCL Non-Disclosure agreements		Martin Box	??	John Cook to advise
6.	26/11	Agreement to short term Reference Data approach changes (including POCL Authorisation and Pathway checking timescales)		Andy Radka	Steve Muchow	
7.	29/11	Provision of Pathway Design Documentation: • EPOSS end of day HLD • Testing Strategy • HLTP • EPOSS additional reconciliation HLD		Dave Pye Graeme Seedall Bruce Talmage Martin Box	John Dicks	
8.	29/11	Provision of TIP Functional Spec		Martin Box	John Dicks	

	Date	Event or Meeting	Location	POCL	Pathway	Comments/Issues
9.	1/12 10:00	Meeting: review process and procedures for Integrity Control	Chesterfield, No 1 Future Walk	Martin Box Bruce Talmage Graeme Seedall Ann Clarke Phil Turnock David Stevenson Julie Dart Chris Paynter Dave Pye	Richard Brunskill (others)	
10.	30/12 1:30	Meeting: workshop to agree the criteria for continuing roll-out	Greville St Conference room 7	Keith Baines (Adele Henderson for 408? Graeme Seedall for 376?)	Tony Oppenheim (others TBA)	Covering items 1, 2 and 3 of demand note
11.	2/12?	Meeting: workshop to review design and identify gaps	TBA	Dave Pye Martin Box Graeme Seedall Bruce Talmage Min Burdett	John Dicks (others)	Covering items 4 (plan gaps) and 5 of demand note
12.	TBA	Progress Help Desk additional SLAs and checksteps in roll-out		Dave Miller	Richard Christou	Items 8 and 9 in demand note
13.	29/11	Provide summary of Auditor's position		Dave Smith		Item "9a" (i.e. the note at end)
14.	TBA	Meeting: Reference Data Review		Jeremy Folkes Graeme Seedall Phil Kennedy Nick Embling Dave Ireland Mike Walsh Paul O'Gorman	Steve Muchow Dave Wilcox John Wright Stephan Robson Duncan MacDonald Alison Peacock	
15.	3/12 10:00	Progress Review	Greville St Room 7 and room 4 for "breakout"	Keith Baines Min Burdett Ruth Holleran? Others to be determined	Tony Oppenheim (others)	Peter Copping on standby - Keith Baines to arrange