

**IT Directorate
IMPACT Programme Board –
No. 17
Minutes**



**Minutes of IMPACT Programme Board Meeting held on 05 April
2005**

Attendees

Name	Initials	Role	Comments
Peter Corbett	PC	Finance Director	
Sue Harding	SH	Programme Manager	
Wendy Dove	WD	PSO	
Dave Smith	DXS	Delivery Director, POL	
Kier Wingrove	SC	Project Team	For Simon Carter
George Hooper	GH	Sales	
Vicky Noble	VN	Head of Client Accounting & Cash Mgt	
Ric Francis	RF	Operations Director	
Ruth Holleran	RH	Operations	
Lynn Hobbs	LH	General Manager Service	
Rob Durrant	RD	Headcount Programme Director	Apologies
Simon Carter	SC	Head of Marketing	Apologies

1 Minutes from Previous Meeting

The minutes from the previous meeting were agreed.

2 Actions from Previous Meeting/Current meeting

No.	Owner	Action	Status/Progress	Date req.
Actions from 07/09/04				
10.03	SG	To plan for communication of successful release of R1 of IMPACT and	Now that 'back end launch has taken place communication	08/03/05 05/04/05 10/05/04

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		realisation of benefits (Good news communication).	being drafted • Awaiting benefits realization – C/fwd • 08/03/05 – C/Fwd • 05/04/05 – C/Fwd	
Actions from 09/11/04				
011.07	SH	Consider adding new milestones into the plan around Implementation and Group Audit Assurance	• Group Audit are working on the programme & looking at 3 key areas including POLFS – when dates known for go live audit, to include in the plan as a milestone – c/fwd • 08/03/05 – C/Fwd • 05/04/05 – C/F Sue to talk to Steve Webb	08/03/05 05/04/05 10/05/04
Actions from 08/02/05				
014.03	SH	To ensure all scenarios are worked up and any risks are identified and managed for non conformance	• 08/03/05 Work in progress – C/Fward • 05/04/03 – C/F	08/03/05 05/04/05 10/05/05
014.04	SH	Draw up a list of	• 08/03/05 Work	08/03/05

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		CSF's to ensure we get to where we want to be including any indicators of what areas are likely to be sensitive	in progress – C/Fwd • 05/04/05 – C/Fwd	05/04/05 10/05/04
15.02	DXS	Dave to brief Graham Halliday on Alliance and Leicester Issue with a view to engaging A+L experts (need names of experts) Dave/Graham to map out timetable of what needs to happen.	• New • 05/04/05 – Alliance and Leicester Meeting scheduled for next week	05/04/05 10/05/05
Actions from POLFS re-planning session 21 March 2005				
16.02	SH	Identify milestones/drop dead decision points between now and end of Programme	• C'fwd • 05/05/05 – C/Fwd	05/04/05 10/05/05
New actions from 5th March 05				
17.01	DXM	Dave to speak to Graham Halliday re. Release Authorisation Board (does Graham's area need to be involved?).	• New	10/05/05

Points to note

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S60 Auto REM – The Programme Board approved the solution for correcting the S60 Auto Rem – Suspense Account Line 5037 (Stuck Rem solution - development and implementation). It was agreed that implementation should commence now to ensure the solution could be implemented, actioned and withdrawn without causing problems with S80 roll out.

Total cost (including solution development)	£29.5K
Timescales	12 weeks

Change Requests - The Board agreed that unless business critical, no further changes are to be raised against S80.

Overall status of the project – The Board discussed and agreed that the overall status of the project is Green. The official position is that the Programme will be brought in on time and to budget. In summary, it was agreed that the programme is reporting:

Overall:	Green
Time:	Amber – on track with issues on time under management
Cost:	Green
Quality:	Green

Communication: The Board agreed that a formal communication to the public domain should be issued. This should not be communicated until a solution to the A+L issue is progressed (A+L meeting planned for next week).

Release Authorisation - Dave talked the Board through the attached presentation/handout on Release Authorisation:



relauthIMPACT.ppt



"CAA Go Live.doc"

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Financial Assurance - Vicky talked the Board the through the attached presentation on Financial Assurance.



"Presentationimpact
assurance.ppt"

Next IMPACT Programme Board Meetings:

10th May – 11.30-12.30, Room IRRELEVANT 80 Old Street