

**IT Directorate
IMPACT Programme Board – No. 18
Minutes**



Minutes of IMPACT Programme Board – 10th May 2005

Attendees

Name	Initials	Role	Comments
Peter Corbett	PC	Finance Director	
Sue Harding	SH	Programme Manager	
Debbie Shirley	DS	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	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 realisation of benefits (Good news communication).	- Now that 'back end launch has taken place communication being drafted - Awaiting benefits realization – C/fwd	07/06/05

**IT Directorate
IMPACT Programme Board – No. 18
Minutes**



Actions from 09/11/04

011.07	SH	Consider adding new milestones into the plan around Implementation and Group Audit Assurance	Audits undertaken but on old plan. Agreed to come back in 3-4 weeks to audit the new agreed plan – Closed	07/06/05
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Actions from 08/02/05

014.03	SH	To ensure all scenarios for branches 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	07/06/05
014.04	SH	Draw up a list of CSF's to ensure we get to where we want to be including any indicators of what areas are likely to be sensitive	Sue to notify the board of when we expect to get this, any issues arising and if an interim board is required – c/fwd	07/06/05

Actions from 08/03/05

15.02	DXS	Dave to brief Graham Halliday on A&L Issue with a view to engaging A+L experts (need names of experts) Dave/Graham to map out timetable of what needs to happen.	- Met with Graham and agreed F2F meeting reqd 2 rehearsals undertaken and going well, agreed approach with A&L – meetings to discuss set up – Closed	07/06/05
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**IT Directorate
IMPACT Programme Board – No. 18
Minutes**



Actions from POLFS re-planning session 21 March 2005

16.02	SH	Identify milestones/drop dead decision points between now and end of Programme	Part of agenda on 10/05 - closed	05/04/05 10/05/05
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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?).	Graham does wish a representative to be at the RAB's - Closed	07/06/05
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Actions from 10th May 05

18.01	RH	To provide an early status report for stuck rems	New action	07/06/05
18.02	DXS	To investigate the 4 outstanding S60 CR's and try to push these through ASAP	New action	07/06/05
18.03	SH	To report to the Board on progress with the DMB's relating to time cutting in the branches	New action	07/06/05
18.04	SH	To draft the comms for re-plan and send to Peter for checking	New action	07/06/05
18.05	SH	To obtain copies of the F2F video for the board members	New action	07/06/05

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Points to note

Please see attached slides presented at the Board meeting



- Bureau is not going onto SAPADS before we go live and this is currently being impact assessed
- Vicky and Peter to discuss off line how we track where we are and where we want to be with the S60 reconciliation

Next IMPACT Programme Board Meetings:

7th June – 11.30-12.30, G7b, 80 Old Street