

**Horizon Next Generation – HNG-X
Internal Steering Group Minutes
Meeting X- 32**



**Minutes of Horizon Next Generation PO Ltd Steering Group
24th August 2006**

Attendees

Name	Initials	Role	Comments
David Smith	DXS	General Manager IT	Apologies
Beverley Dunn	BD	Head of Delivery	Apologies
Ian O'Driscoll	IO'D	Commercial Director	
Keith Baines	KB	Commercial Manager	Apologies
Mark Burley	MB	Horizon NG Programme Manager	
Clive Read	CR	Chief Architect	Apologies
Marc Reardon	MR	HNG Project Principal	For MB
John Wheeler	JW	Programme Office	Chair

Distribution : As above, plus Lyn Darbon, Will Russell, Mike Wells, David X Gray, Chris Young, Dave Parnell, Marc Reardon

1 Minutes from Previous Meeting

Agreed

2 Actions and Points to Note from Previous Meeting/Current meeting

No.	Owner	Action or point to note	Status/Progress	Date required
New Actions and points to note from 02/02/06				
X08.03	DXS	<u>Name of programme.</u> There is a view that "Horizon On-Line" would be a more apt name for the programme ("does what it says on the box"). DXS explained the difficulty in	23/02 C/fwd. (Note that for commercial purposes we will continue to refer to "HNG-X") 02/03 ON HOLD- revisit after contract 21/07 : Note that the name "HNG" is now	Revisit After contract

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		changing this prior to contract, but sees the merit in it – to discuss with Ric.	well embedded in the business at large so we would be likely to keep it (Nb. Externally we would stick to “HNG” not “HNG-X”... HNG-X is the solution proposed and is essentially an “instance” of HNG).	
New actions and points to note from 21/07/06				
X28.0 1	MB DXS	<u>PCI costs.</u> Establish order of magnitude estimate for likely spend on PCI this financial year. - <u>03/08 update –</u> DXS to establish way forward with Finance.	03/08 C/fwd. We now have order of magnitude estimate (£2m this year, plus £1m next yr). We are now awaiting further detail from FS before we can review further. However DXS will start to warm up Finance – as we need to be externally funded. 10/08 C/fwd. Ric is now aware of position. Now awaiting detailed response from Fujitsu before we progress further. 24/08 C/fwd. Detailed PCI response will be at end of Sep. Revisit at that stage.	End Sep
New actions and points to note from 27/07/06				
X29.0 3	MB	<u>Issues in resourcing the DA team.</u> MB to speak to Mike Hannon to understand	03/08 C/fwd. MB is also exploring other options within Prism 24/08 C/fwd. Prism	31/08

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		alternative options to Prism.	cv's received. DXGray will pick up next week	
X29.04	DXS	<u>Printer trial: badge as HNG.</u> MB noted that this was proving very popular with the branches. Although not strictly part of HNG, it would be sensible to "badge" this as HNG as an early good news story. DXS noted that there were potential issues with the Business Case, which he will be reviewing. DXS to then agree approach to "badging".	03/08 C/fwd. DXS to speak to Karen Molloy for latest position. 10/08 C/fwd. Business case requires more work to make a case. One issue may be that the requirements are over-constraining in that only one printer on the market meets all reqts. May therefore be mileage in relaxing the reqts. DXS will put to D Baldwin 24/08 C/fwd.	31/08
New actions and points to note from 03/08/06				
X30.03	DXS/ CR	<u>Formalise decision on Escher.</u> We need to formally "sign-off" the decision that Escher does not support our architecture going forward – notably that it does not support SOA. CR and DXS to consider how to formalise this.	10/08 C/fwd. Proposal is for CR to email formally to DXG to present the decision as an Architectural Steer. The Programme will then record the decision on the Programme	31/08

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			Library. 24/08 C/fwd.	
X30.04	CR	<u>Double-charging for Changes.</u> CR (and others!) is disappointed that changes are being charged for twice under Horizon and HNG when HNG is expected to be SOA compliant. Moneygram is a particular example. CR to progress with Giacomo (via Dave Gray)	24/08 C/fwd	31/08
X30.06	DXS IOD	<u>Post Office Responsibilities schedule.</u> An exception to X30.05 is the PO Responsibilities schedule which we have yet to see and which could hold unacceptable or unachievable provisions. DXS to progress with Dave Baldwin who has promised to expedite this.	10/08 C/fwd. This has arrived but may not be fit for purpose. Commercial team reviewing initially 24/08 Closed. Now received and reviewed. No major surprises.	
New actions and points to note from 10/08/06				
X31.01	Info	<u>Agreement of Non functional Acceptance Criteria</u> MB noted that it is now unlikely we will agree the Acceptance Criteria/Methods ahead of contract due to lack of FS resource. This does present a risk of issues emerging post-contract, but should remain manageable (and is no different to the risk with functional reqts and criteria).	Information item	

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X31.0 2	Info	<u>Contract formalities.</u> IOD confirmed that the Japanese Board has authorised Fujitsu to proceed to contract. Our next steps are to gain concurrence from Ninian Wilson (Group Procurement) and Doug Evans (Group Legal). A meeting has been set with the latter on 22/08 after which there are no Group or FS impediments to signing. Target for signature is therefore as soon after 22/08 as possible	Information item	
X31.0 3	MB	<u>Steering Group Closure</u> The SG has been focused on getting to Contract. We should now look to set up the formal Programme Board. Proposal is to close this meeting following return of DXS from holiday, and to invite Andy McLean to an interim body from September (bi-weekly meetings suggested). Programme Board (monthly) to run from end Sep. MB / JW to progress.	24/08 C/fwd. Andy McL has confirmed he will join from late Sep. Last SG in this format is 07 Sep, with first bi-weekly meeting w/c 18 Sep.	17/08
New actions and points to note from 24/08/06				
X32.0 1	JW	<u>Postal Services CCD.</u> There is a further meeting scheduled for today with an aspiration to close down outstanding differences sufficiently that we can proceed to contract signature tomorrow (and describe the agreed resolution plan to o/s issues in	New item	24/08

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		CCN1200). However if differences are too wide, we will need to postpone signature and seek resolution. JW and IOD to liaise at COB today.		
X32.0 2	Info	<u>Other Contractual progress.</u> There is a large amount of tidying to be done, and one other serious issue in respect of Fujitsu's unlimited liability after the contract ceases. These items may get resolved by tomorrow, but it will be a rush.	Information item	
X32.0 3	IOD (from KB)	<u>Development estimates</u> These have now been received from Fujitsu and assessed by Saunderson and by KB. Latest view is that there is no significant "padding" and we are unlikely to seek a change to the soft cap mechanism. TBC at COB today (KB)	New item	24/08
X32.0 4	Info	<u>Ian's last meeting</u> [On behalf of DXS] – many thanks to Ian for all his efforts, negotiating example, and above all his one-liners.	Information item	

3 Points to note

- Incorporated into actions/points to note above

4 AOB

- Incorporated into actions/points to note above

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**5 Next meeting : Thursday 31st August 2006, 10:00,
Room 2**

===== Remote attendance numbers are as follows =====

N.b. Conference phone is only set up when specifically requested

Number to dial:	GRO
Chairperson Password:	1303185#
Participant Password:	8383498#