

Horizon Next Generation
Acceptance Gateway 4 – Joint Board
Meeting no AG4-01



Meeting of 29th June 2010

Attendees

| Name | Initials | Role | Comment |
|----------------|----------|---|-----------|
| Andy McLean | AM | Head of Service Delivery | Apologies |
| Liz Tuddenham | LT | Commercial lead – Post Office | |
| Will Russell | MB | Programme Manager – Post Office | |
| Phil Norton | PN | Reqs and Acceptance Manager – Post Office | |
| Peter Stanley | PS | Design Authority – Post Office | |
| Lee Farman | LF | Joint Test Manager – Post Office | |
| John Wheeler | JW | Programme Office – Post Office | |
| Noel Beaton | NB | Acceptance Manager – Post Office | |
| Alan D'Alvarez | AD | Programme Manager – Fujitsu | |
| Mike Wood | MW | Head of Programmes – Fujitsu | Apologies |
| Guy Wilkerson | GW | Commercial lead - Fujitsu | Apologies |
| Geoff Butts | GB | Programme Manager - Fujitsu | |
| Dave Cooke | DC | Reqs and Acceptance Manager - Fujitsu | |
| Jim Sweeting | JS | Chief Architect - Fujitsu | Apologies |

1 Minutes from Previous Meeting

Accepted

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

| No. | Owner | Action or point to note | Status/Progress | Date req'd |
|--|----------|--|-----------------|------------|
| <i>New Actions and points to note from meeting of 21/01/10 – ACCEPTANCE</i> | | | | |
| AG3.60 | Decision | <p>Acceptance position. DC confirmed that there are no outstanding High Severity Acceptance Incidents, and that all other thresholds are within tolerance for Acceptance Gateway 3.</p> <p>Discussion ensued over the relevance to formal acceptance of the outstanding assurances for Service Delivery. It was agreed that these are more relevant to the ongoing release authorisation decisions, and therefore do not preclude passing through AG3.</p> <p>However it was agreed that the high priority fixes in “Reset 4” – to be delivered as part of Maintenance Release 01.08 – could constitute a</p> | | |

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|---|-------|--|-----------------|--------------|
| | | <p>High Severity AI if not delivered in time for the High Volume Pilot (over 272 branches).</p> <p>As such, “Qualified Acceptance” at AG3 was agreed, subject to the successful delivery of the high priority items in Reset 04 (see AG3.61 below for assessment of “high priority” items).</p> <p>Whilst not an exact match, this is closest to Acceptance Board Recommendation 3: “Proceed at risk through Acceptance Gateway”.</p> | | |
| AG3.61 | AD | <p>Non-High priority items in Reset 04. MB offered an option to remove items from Reset 04 which are not regarded as High priority – if they are at risk of missing the High Volume Pilot deadline, or affecting the delivery of items which are High priority. AD will consider if any items are at risk, and liaise with Post Office to discuss their possible removal (at the final discretion of Post Office Ltd).</p> | Closed | |
| <i>New Actions and points to note from meeting of 29.06.2010</i> | | | | |
| AG4.01 | DC | Update the AG4 Acceptance Report to reflect the most current position – as detailed in the Slide Pack presented to the Board. | Open | 06/07 |
| AG4.02 | PN | Liaise with Gary Blackburn to ensure the delayed test concerning Incident Management process assessment during DR / failover testing is completed before AG6. This can be undertaken during the Annual DR test. | Open | |
| Decision | N/A | The Board agreed that: “Approval is given to proceed through AG4. This approval is given without prejudice to any claims for loss or damages arising out of the delays to the date of planned completion of end May 2010 up to the date hereof and in respect of any additional delay arising out of the default of Fujitsu” | N/A | |