

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



**Meeting of 29<sup>th</sup> 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
<b><i>New Actions and points to note from meeting of 21/01/10 – ACCEPTANCE</i></b>				
AG3.60	Decision	<p><b>Acceptance position.</b> 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 High Severity AI if not delivered in time for the</p>		



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



		<p>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: <b>“Proceed at risk through Acceptance Gateway”</b>.</p>		
AG3.61	AD	<p><b>Non-High priority items in Reset 04.</b> 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>	<b>Closed</b>	
<b><i>New Actions and points to note from meeting of 29.06.2010</i></b>				
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	<b>06/07</b>
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	