

**From:** Bansal, Steve (BRA01)[/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C016ABEA15D9478C8E9B0F16D38167AB-BANSAL, STE]

**Sent:** Tue 26/09/2023 2:00:33 PM (UTC)

**To:** Lenton, Matthew [REDACTED] **GRO**

**Subject:** FW: CBIF - Move to Monday

**Attachment:** 20200625 Horizon Implementation Defects Review ToF R v2.2 (DRAFT).docx

**From:** Browell, Steven [REDACTED] **GRO**

**Sent:** Friday, June 25, 2021 11:28 AM

**To:** Paul I Smith [REDACTED] **GRO**; Bansal, Steve (BRA01) [REDACTED] **GRO**

**Cc:** Martin Godbold <[REDACTED] **GRO**

**Subject:** RE: CBIF - Move to Monday

Paul,

I think we can move CBIF and I think the ToR is pretty much complete. There is some sequencing here though so here are my thoughts.

#### HDR ToR

I took the last version you shared and accepted all the edits and removed all the comments and made it v2.2. I added the image of the defect process to replace the attachments so the document is easier to read end to end. I then made a few edits which are 99% cosmetic. I did add some text about Fujitsu references and have also amended the core team list of attendees. We are not yet ready with the system tagging our side and the stated report generation and submission. Very close but not yet there. Hence, I think we could agree the ToR but to sign it would need us to ensure we can run the reports or we are committing to something we are not ready to deliver.

- ACTION 1 – PS to check the final edits are ok to POL and we can mark this as agreed but not signed
- ACTION 2 – SB to complete the HDR systems changes (early July)

#### CBIF

From a diary management perspective it makes sense. Perhaps from Monday 5<sup>th</sup> though as this coming Monday would be too soon. I do need to check with our lead for this that the new date/time works for him and any other people he needs help from though. He is off today. Fujitsu currently chairs CBIF and until the CBIF system tagging and reporting changes are made I do not think this can yet be folded neatly into HDR. My suggestion is that the current HDR meeting is considered to be 30 minutes, chaired by you, followed by a second 30 minutes for CBIF chaired by Fujitsu. The current Fujitsu CBIF attendees do not need to attend HDR and hence I'd like this to be separate. Both HDR and CBIF are run as they are today. As CBIF may not have anything to discuss some weeks, then it can be cancelled as it is now.

- ACTION 3 – PS to shorten HDR to 30 minutes (11:30-12:00 every Monday)
- ACTION 4 – Fujitsu to move CBIF to 12:00-12:30 every Monday and use the same distribution list as HDR
- ACTION 5 – SB to complete the CBIF systems changes (early July)
- ACTION 6 – PS and SB amend ToR to incorporate CBIF text and scope
- ACTION 7 – POL/FJ sign the ToR and move to the new ways of working
- ACTION 8 – FJ retire CBIF meeting and make POL extend HDR to the full hour

**Steve Browell**

Mob: [REDACTED] **GRO**

**From:** Paul I Smith GRO  
**Sent:** Thursday, June 24, 2021 10:44 AM  
**To:** Bansal, Steve (BRA01) GRO; Browell, Steven GRO  
**Cc:** Martin Godbold GRO  
**Subject:** CBIF - Move to Monday

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Good Morning,

Having just attended the Thursday CBIF which covered all issues requiring input in 10 minutes, I am looking for an update as to when this will be transferred to the Monday meeting. I appreciate and fully understand the lead time in changing tooling to meet the new requirement, however the meeting as it is held on the Thursday can easily be rescheduled to fit in with Mondays timings and run as existing while the SNow solution is finalised. Can I have your thoughts and agreement on this please?

Do we also now have agreed ToR we can socialise?

Regards



**Paul Smith**  
**Horizon Problem Manager**  
**HM Horizon IT Team**  
 HM IT Operations  
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GRO  
 → Planned Leave :

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