Horizon Next Generation Joint Progress Meeting
Meeting 142

POST OFFICE

Notes of Horizon Next Generation Joint Progress/Release Board Meeting
Meeting of Thursday 28th January 2010

Attendees:

Name	Initials	Role	Comments
Mark Burley	MB	Programme Manager (POL)	Chair
Debbie Richardson	DR	Test Manager (Fujitsu)	
John Wheeler	JW	PMO 0Manager (POL)	
Kevin Tallboy	KT	Planning Manager (POL)	
Ravi Chambers	RC	PMO Manager (Fujitsu)	Apologies
Geoff Butts	GB	Programme Manager – HNG (Fujitsu)	Apologies
Will Russell	WR	Migration Manager (POL)	
Vince Cochrane	VC	Network Specialist (Fujitsu)	
Alan D'Alvarez	AD	Programme Director – HNG (Fujitsu)	
Lee Farman	LF	Test Manager (POL)	
Phil Norton	PN	Acceptance Manager (POL)	
Ian Trundell	IT	HNG Design Authority (POL)	Apologies
Adam Martin	AM	Service Delivery (POL)	Apologies
Dave Hulbert	DH	Service Delivery (POL)	Apologies
Graham Welsh	GW	Customer Services (Fujitsu)	
Graham Allen	GA	Development Manager (Fujitsu)	
Lup Yau	LY	PMO (POL)	Apologies
Mike Wood	MW	Director of Programmes (Fujitsu)	Apologies
Gaetan van Achte	GvA	Service Director (Fujitsu)	Apologies
Steve Fishlock	SF	Implementation Manager (Fujitsu)	Apologies
Barry Evans	BE	Migration Team (POL)	

Distribution: As above, plus David Smith, and the Fujitsu & POL lead teams

1   Minutes from Previous Meeting

The previous minutes were accepted.

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 from meeting of 10th December				
135.08	GW	It has been reported that Fujitsu Engineering Services have been missing the Horizon SLA targets for fixing branch equipment – AD to supply assurance that this will not impact HNG rollout	**Post Meeting Note:** AD spoke with Graham Welsh and he described the many actions being taken by the two Service organisations to both monitor and pick up on any issues regarding support and the mitigating actions they are/have/will put in place. Action transferred to GW. **17/12 C/fwd.** Fujitsu Engineering support are currently operating just below Amber status. A meeting has been arranged for 21st	21/01

				December to review the support levels. The concern remains that if the Engineering team do hit this limit then it may require the proposed Branch Router rollout to slow down, MB to be informed of the outcome from this meeting. **23/12 C/fwd.** GvA provided an update. Branch Router and Migration rollout will be supported by 2E2 and Touch engineers. Agreements in place to ramp up 2E2 and Touch engineers as required. 6 dials report will track progress of migration. GvA to share assurance with DH via email, as SLTs have not been met consistently. Daily assessments will be needed going forward, with immediate remedial actions in place to address issues. GW to provide confirmation that everything is in hand before this action can be closed. **31/12 C/fwd.** **07/01 C/fwd.** Ongoing. GW has produced a note for AD which he will forward on to MB. **14/01 C/fwd.** **21/01 C/fwd.** AD to fwd note to MB **28/01 C/fwd.** GW to fwd note to MB	
New Actions and Points from meeting of 7th January					
139.04	GW		Once HNGX is in Live pilot there will be a need to measure transaction timings. GW to review how this can be done and respond.	**14/01 C/fwd.** **21/01 C/fwd.** Review of how this will be achieved is being lead by Dave Chapman. Update to be provided to MB before today's RAB. **28/01 C/fwd.** LF happy with information provided to date, continue monitoring. Further update at next JSB.	28/01
New Actions and Points from meeting of 14th January					
140.06	AD		Ensure WR and MB are informed (as soon as possible) if any of the migrations fails. The programme team need to be informed before contacting the target branches.	**21/01 C/fwd.** This has Improved, but still work in progress. Review at next Joint Steering Board. **28/01 Complete.** Monitoring and reporting process in place.	**Closed**
140.07	AD (GW)		Investigate if any other variations n Counter configurations (above and beyond the Security Policy) could cause migration failures.	**21/01 C/fwd.** Work has begun looking at how this can be checked / tested. MB expressed his concern that very little progress has been made on this action. . **28/01 C/fwd.** AD issued a note	28/01

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			summarising the investigations to date. MB has responded, AD to provide further update Joint Steering Board next week	
140.08	AD (GW)	Provide a process for how releases will be implemented beyond the current maintenance release (01.08). Process will need to be discussed and agreed with POL Service Delivery.	**21/01 C/fwd.** The previously scheduled meeting has been postponed and will now take place before the next SMR (Third week of February) However; there is an urgent need for the Test teams to understand the contents and processes for future maintenance releases. AD to progress under 141.05 **28/01 C/fwd.** Work in progress, recent events have taken priority. Further update at next Joint Steering Board.	04/02
140.09	AD	The delay in the commencement of Volume testing means that we will not be able to perform a significant amount of testing before commencing the Medium Volume Pilot. Hence we will need a significant amount of data to be collected from the Live Branches and Data Centre. The data will also require careful and thorough analysis. AD to confirm how this will be achieved.	**21/01 C/fwd.** Dave Johns has been appointed to lead on this activity. LF has offered additional resources if required. AD to provide an update by close of business 22nd January. **28/01 Closed.** Data has been passed to LF. LF believes this is adequate for now.	**Closed**
140.10	GB	POL Input Review Forum (IRF) have requested that FS can give assurance that the following defects; 12837 12887 12892 12893 Are all fixed and implemented, or they have robust work-arounds in place before commencing Medium Volume Pilot.	**21/01 C/fwd.** Full update to be provided at the RAB meeting today. **28/01 Complete**	**Closed**
140.12	~~GB~~ AD	To confirm that there will be additional migration support available from Fujitsu (to bring back the rollout completion date)	**21/01 C/fwd.** Currently unconfirmed. **28/01 C/fwd.** AD to discuss with MB on 29th January.	29/01
New Actions and Points from meeting of 21st January				
141.01	GB	It was agreed that it was needed to re-run the Gateway Swap Out test in the Model Office. GB to schedule and provide WR with the target date for	**28/01 Closed.** Swap out scheduled for the Model Office in Old Street on 1st February. Action being monitored via daily	**Closed**

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		this re-test.	RAG report.	
141.02	~~DR~~ GA	Vodafone Testing: DR to provide an update on progress-to-date by close of business 22nd January.	**28/01 C/fwd.** Fix expected in to test on 5th February. Vodafone have made their fix in live already. GA to confirm position at next week's Joint Steering Board.	**04/02**
141.03	DR	Review proposed date for R01.08 being ready for Live. Current date is beyond the target date for the commencement of High Volume Pilot.	**28/01 C/fwd.** Plan being agreed between Development, Requirements and Testing teams. Further update next week.	**04/02**
141.04	AD	Review and confirm the exact content of R01.08 (i.e. That all targeted defects are included) This is an **urgent** task and must be completed by close of business 22nd January.	**28/01. Completed.**	**Closed**
141.05	AD	Provide coordination to ensure the process for agreeing the content and timing of future maintenance releases is produce. This is becoming urgent for the joint test teams.	**28/01 C/fwd.** For clarity this action is focused on the control and visibility of future releases. Position on ADSL needs to be understood.	**28/01**
141.06	VC	Obtain assurance from Fujitsu that all necessary activity required for completion of 2 Factor authentication will be completed before the scheduled audit (Mid February)	**28/01 C/fwd.** In progress,; note passed to IT. Further update next week.	**28/01**
141.07	GB	Ensure Fujitsu attendees attend the War Room meetings	**28/01 Closed.**	**Closed**
141.08	GB	Add POLFS Schedule to the RAG report.	**28/01 Closed.** Now on RAG report. Recent intensive activity in this area has improved confidence in the target dates.	**Closed**
141.09	VC	Provide assurance that the proposed date for POLFS migration can be met.	**28/01 Closed.** Meetings held, position agreed.	**Closed**
141.10	GB	Regarding Peak No. PC0193463 (Card Account Transaction issue experienced at Derby P.O.)– Gareth Jenkins to provide detailed information to IT.	**28/01 Complete.**	**Closed**
141.11	~~GB~~ RC	Track 2 data: GB to forward formal CT details to IT for review.	**28/01 C/fwd.** RC to chase up response from Guy Wilkerson.	**04/02**
New Actions and Points from meeting of 28th January				
142.01	KT	Schedule an Progress/Issues update meeting for 10:30 tomorrow morning.	**New Item**	**27/01**
142.02	LF DR	Review the current live issues impacting Coton, Warwick and Derby and investigate the testing performed in these areas.	**New Item**	**04/02**

		It was noted that this would be difficult until the detail behind the issues is known.		
142.03	info	Volume Testing: The plan remains to commence Calibration testing on 30th January.	**For Information**	
142.04	info	Branch Router Rollout: WR reported that there had been a marked improvement in the Branch Router daily rollout success rate (Now at 80%).	**For Information**	
142.05	AD	Inform MB who will pick up GB's tasks, including the RAG report, while he is on compassionate leave.	**New Item**	29/01

3   Points to note
- Incorporated into actions/points to note above

4   AOB
- incorporated into actions/points to note above

5   Next meetings:
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- **Next Full Joint Steering Board:** Thursday 4th February, 10:00 – 13:00, Bracknell

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Remote attendance numbers (when provided) are as follows:
         Number to dial:
         Participant Password: **GRO**
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