

Horizon Next Generation Joint Progress Meeting Meeting 144



Notes of Horizon Next Generation Joint Progress/Release Board Meeting Meeting of Thursday 11th February 2010

Attendees:

Name	Initials	Role	Comments
Mark Burley	MB	Programme Manager (POL)	Chair
Debbie Richardson	DR	Test Manager (Fujitsu)	
John Wheeler	JW	PMO Manager (POL)	
Kevin Tallboy	KT	Planning Manager (POL)	
Ravi Chambers	RC	PMO Manager (Fujitsu)	Apologies
Geoff Butts	GB	Programme Manager – HNG (Fujitsu)	
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)	
Adam Martin	AM	Service Delivery (POL)	Apologies
Dave Hulbert	DH	Service Delivery (POL)	
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)	
Gaetan van Achte	GvA	Service Director (Fujitsu)	Apologies
Chris Dodington	CD	Implementation Manager (Fujitsu)	
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
<i>New Actions and Points from meeting of 14th January</i>				
140.07	AD (GW) CD	Investigate if any other variations in 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 summarising the investigations to date. MB has responded, AD to provide further update Joint Steering Board next week	15/02

Horizon Next Generation Joint Progress Meeting Meeting 144



			<p>04/02 C/fwd. Additional data is now being received to understand further the configurations of the branches. CD is reviewing this information and will propose best way forward. Further update at next Joint Steering Board.</p> <p>11/02 C/fwd. No update supplied, view required by 15th Feb.</p>	
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.	<p>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</p> <p>28/01 C/fwd. Work in progress, recent events have taken priority. Further update at next Joint Steering Board.</p> <p>04/02 C/fwd. Dave Cooke is now leading on this. He is forming a proposal on the framework and Governance bodies that will be put in place to target the implementation of deferrals. Proposal to be documented, reviewed and agreed by the service delivery organisations and the Programme.</p> <p>11/02 C/fwd. DC has proposed a process for agreeing when fixes are to be released. PN/DC and IT have looked at prioritising the deferrals. Fujitsu will work with this prioritisation to align it to the proposed maintenance release schedule.</p> <p>It was noted that due to the number of referrals there will be a need for a maintenance release before Release 2. This requirement will be included as part of AG4.</p>	18/02

Horizon Next Generation Joint Progress Meeting Meeting 144



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 29 th January. 04/02 C/fwd. GB has received a training proposal from 4G and this is now under review. GB to provide an update to MB by 5 th February. 11/02 C/fwd. To be discussed after Joint Steering Board.	19/02
New Actions and Points from meeting of 21st January				
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 C/fwd. Meeting being held today to review plan for R01.08. It was noted that this plan needs to include all 'Must Have' fixes. 11/02 Closed. Plan including revised schedule for R01.08 has been supplied.	Closed
141.11	GB	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 C/fwd. GB will follow up and respond to MB. 11/02 C/fwd. GB and IT have discussed. Jason Clark (FS) now owns. Response required (draft CT to MB/IT) from JC by 15 th February.	15/02
New Actions and Points from meeting of 4th February 2010				
143.01	BE	Review the number of PHUs targeted for inclusion in the High Volume Pilot. Currently it is planned to migrate 160 units.	11/02 Closed. PHU installation at the model office was successful. Current plan is to migrate 10 branches in the High Volume Pilot.	Closed
143.02	info	Branch Router Rollout: The Slave/LAN fix is now ready for implementation. It is expected that we should see a marked improvement in daily router rollout success rate.	For Information	
143.03	CD	Issue a statement regarding the proposed rollout of Routers for the next 3 Saturdays and on Saturdays thereafter.	11/02 Closed. There are none planned.	Closed
143.04	GW IT	Obtain statistics regarding the number of 'Screen Pauses' and	11/02 C/fwd. Statistics provided and monitoring continues.	18/02

Horizon Next Generation Joint Progress Meeting Meeting 144



		reversals experienced at the HNG branches since migrating. And investigate and report back on the root cause of why this is happening.	Action switched to IT to lead on working with Fujitsu to determine how we get back to the volumes forecast.	
143.05	GB	Re-open the RAB (Counter Pilot for MVP) milestone. Update the comments to reflect that authorisation was only given to proceed to the next 10 branches.	11/02 Completed	Closed
143.06	DR	HNG SV&I Rig – Propose a way forward for managing the contention for the use of the SV&I rig for Release 1 issues and Release 2 development.	11/02 C/fwd. Discussions underway. Further update at next Joint Steering Board.	18/02
143.07	AD	Arrange a meeting for next week to review the Key Risks and ensure they are all up to date.	11/02 C/fwd. Meeting to be scheduled before next Full Board.	18/02
143.08	GW	Forward the report regarding the BTS position at Lapworth to WR.	11/02 Completed.	Closed
143.09	GB	Counter Migration Packages: Forward updated slide summarising latest position to MB.	11/02 Completed	Closed
143.10	GW	To provide advice to POL as to the correct action that should be taken by Branches receiving the; 'Unable to contact Data Centre' message.	11/02 C/fwd. KELs being generated. GW to provide update on latest position at next Joint Steering Board.	18/02

New Actions and Points from meeting of 11th February 2010

144.01	BE	New BTS issues at Warwick: BE to scan and forward the latest BTS reports from Warwick to GW. BE to also forward HSD reference.	New Item	12/02
144.02	BE	Warwick BTS: Review pre and post Migration reports to check if there were any Volume differences.	New Item	12/02
144.03	GA	Warwick BTS – provide updates (min daily) of the progress with resolving the BTS at Warwick	New Item	12/02
144.04	GW	Arrange for a base unit swap out at Warwick (Node 6) – this is noted as not setting a precedent.	New Item	12/02
144.05	CD	Foreign Currency Rate Boards: Where routers have been installed into Horizon offices, there have been some instances of a delay to the boards updating with the current rates. CD to head investigation and propose a quick view of the best way forward. CD to contact BE as necessary. Report back to MB by 12 th Feb.	New Item	12/02

Horizon Next Generation Joint Progress Meeting Meeting 144



144.06	GA	Volume Testing: LF reported that problems encountered to date with the first phase of Volume testing have put the target end date of 20 th Feb at risk. GA to re-assure that correct resources are in place to resolve any problems as soon as possible.	New Item	15/02
144.07	info	Neil Williams will be leaving the programme at the end of February. Noel Beaton will take over his role.	For information	
144.08	PN GW	Error message seen at Branches, but not flagged up by FS monitoring systems: The following message; <ul style="list-style-type: none"> • "Do not attempt any further transactions of this type until you have confirmation they have been fixed" PN/GW to investigate. PN to forward information to GW	New Item	12/02

3 Points to note

- Incorporated into actions/points to note above

4 AOB

- incorporated into actions/points to note above

5 Next meetings:

- **Next Full Joint Steering Board:** Thursday 18th February, 10:00 – 13:00, London

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Remote attendance numbers (when provided) are as follows:

Number to dial:

Participant Password:

GRO