

POL/Fujitsu P&BA Workshop 1 August 2008 Actions**Attendees**

Name	Initials	Organisation	Role
Rod Ismay	RI	POL	Head of Product & Branch Accounting
Gill Matthews	GM	POL	SDM Branch IT Services
Andrew Winn	AW	POL	Branch Improvement and Liaison Manager
Jane Smith	JS	POL	POLFS & Control Manager
Shaun White	SW	POL	Branch Systems IT Advisor
Phil Ashley	PA	POL	Branch Systems IT Advisor
Richard Benton	RB	POL	Business Systems IT Advisor
Mike Stewart	MS	Fujitsu	Service Delivery Manager – On Line Services
Gareth Jenkins	GJ	Fujitsu	Distinguished Engineer Applications Architect
Kirsty Gallacher	KG	Fujitsu	Service Delivery Manager -

Action Point Number	Details	Owner	Actions Taken	Status
AP010800 1	Arrange for Reference Data to change the medium name for Settle Centrally	AW		Open
AP010800 2	Check that Gary Blackburn has all the relevant information in relation to the 2 nd bug that occurred in January. This is where 'abort' during rollover created discrepancies.	SW		Open
AP010800 3	Provide detailed explanation of the issue that impacted Craigpark BIM BE-0158102.	MS	I have checked this out and we have seen this happen only 3 times in the life of TP since S90 (2 years +) and it has happened Twice at Craigpark once which was benign. It was decided at the time that there could be a fix introduced (I understand what is being proposed for the bug fix and if it were to go wrong could impact the whole estate so avoiding such a fix sounds like the correct decision).	Open
AP010800 4	AW to provide SW the communications that he has in relation to discrepancies caused by software changes.	AW		Open
AP010800 5	Get advice from the POL legal team in relation to conversations and communications to sub-postmasters following software issues that impact upon the branch accounts.	SW		Open
AP010800	Raise a CR for changes to the Debit	AW		Open

6	Card Authorisation screen for B de C transactions.			
AP0108007	Ensure that AW and JS are fully engaged in the work being done in relation to data missing from POLFS and any changes to the BIMs process.	PA		Open
AP0108008	Produce an example of a T Account and send to GJ.	JS		Open
AP0108009	Produce an example of a dummy balance report, detailing the movements within local suspense.	GJ	Completed 4/8 and issued to all attendees.	Closed
AP0108010	Check the testing scenarios and ensure that a suitable number of branches are captured during the testing/pilot phase.	GM		Open