AUTOMATION TRANSFORMATION PROGRAMME

Automation Transformation Steering Group
Notes of meeting on 23 June 1998

Present	Paul Rich (chair)
	Rob Durrant
	Mike Granville
	Dave Miller
	Wendy Powney
	David Smith
	Basil Shall
	Roger Tabor
	Paul Thornton
	Elena Marsh (Notes)
Apologies	Jonathan Evans
	Duncan Hine
	Dave Morphey
	Mena Rego
	Stuart Sweetman
Distribution	As above
	Automation Process Group
	Automation Working Group
	CEC distribution list

Next meeting is 10 am, 24 July in Second floor Board Room, KEB.

IN STRICTEST CONFIDENCE

Actions

Item 1	**Actions from last meeting**	
	See update action point summary	
Action	It was agreed that there is a need to identify the dynamics between the back end projects and Horizon to identify critical dates and programme issues, and identify impact of delays.	Dave Smith
Action	It was agreed that the Horizon programme Board should take place at the beginning of July.	Dave Miller

Item 2   Red Light issues

2.1   Dave Smith gave a verbal update on new issues. There was one new red light issue, being the quality of the Horizon project comprising of three components:

- **Testing**

The testing strategy is not being deployed as originally planned. There is evidence that the early phases of testing are not covering the scope that they should, and there is a danger that the true purpose of MOT testing will be lost, that major faults will be detected during it, and that this will result either in delay or in workarounds.

- **Transaction times**

Research done on a sample of the 200 offices now in operation has shown that transactions are taking 25% longer than contracted for. The drivers for this are: appropriate procedures not followed, layout of the office, system performance

- **EPOSS**

Action   It was agreed that these issues should be addressed by the Horizon Board which will be re convened early July.   **Dave Miller**

Other issues

2.2   ADS is concerned that POITS may be diverting resource from ADS to other new Group projects. This has been raised at the POCL customer forum. It was agreed that this should be included in the ATSG issue

Action   log to ensure that some action is taken and that Wendy would follow this up.   **Wendy Powney**

2.3   It was noted that the lack of adequate SAP resource and the lack of a contingency plan to find extra resource are potential risks to the programme and the single client project in particular.

Action   It was agreed that Paul would raise at TSSG the pace and accuracy with which business requirements are agreed.   **Paul Rich**

Item 4   EPOSS

Dave Smith gave an update on the status of the work on EPOSS design.

Item 5   Overall automation business case

5.1   The MaPEC paper with the overall business cases was presented to the ATSG for comments on content and positioning. A number of comments were made on the content and it was agreed that these changes should be made for the CoMPEC meeting.

IN STRICTEST CONFIDENCE

Actions

Item 6 — Risk Register

6.1   The top risks were reviewed. There was one addition to the risk register, regarding Horizon testing scope and timescales. It was agreed that Dave Miller would address this at the next Horizon Board. (action point already captured under item 2).

Action   It was noted that the majority of the top risks have been on the register for most of the past year and that they should be critically reviewed to identify reasons why they are not reducing and possible actions (for August ATSG).

Elena Marsh

Item 7 — AOB

7.1   Service Management
A report from PA will be presented to the CEC in July. The report is focusing on managing the service provided (i.e. Pathway) and managing the service delivery, and may give rise to further costs not budgeted for.

7.2   Year 2000
There is some slippage on the compliance programme on work required for individual systems. Whilst on a system by system basis this may not be material, it is material to the whole programme as it can lead to an overrun in testing. This could result in POCL's inability to test the systems end to end, as adjacent testing slots have already been booked by other PO businesses.

Action   It was agreed that there is a need to discuss the resource implications of testing with IS services and identify actions to manage this risk.

Elena Marsh

7.3   TSSG update
EMU- It was agreed at the TSSG that: EMU is a corporate governance issue, the systems aspect of it should be dealt with by a project team separate from the Year 2000 team and that a Group wide decision is needed on this issue.
It was noted that SAP systems must be upgraded to version 4 to be compliant.

7.4   IS/ IT organisation- A number of proposals were presented to the TSSG and it was agreed that the IT architecture function should be centralised but that IS should remain in the businesses. Work is currently being undertaken to identify the implications of this decision and whether affordable technology for the business can be achieved through this split. Confirmation of the decision will be communicated once this work is completed.

7.5   Communication
There is concern about communication to clients regarding automation.. There is a need to identify what messages should be communicated to clients for the July meetings already set up. The message that "POCL is committed to automation" still stands but may be supplemented by further information arising from the results of the Treasury review.
It was agreed that communication would be addressed as part of the strategy workshop.

Paul Rich.

IN STRICTEST CONFIDENCE

Actions

Meeting review

+ Well chaired meeting

- - debated issues at inappropriate points on the agenda
  - apparent disconnect with Group

IN STRICTEST CONFIDENCE