

Progress Report (October 1996)

1 INTERIM TIP

1.1 Progress to Date

Following on from last month's board meeting, the team has prepared a more detailed 'Migration Options' analysis paper outlining the costs and benefits of four options to enable POCL to support the roll out of the Pathway system prior to Go Live of the Full TIP development towards the end of 1997. The paper has been widely circulated and the recommended solution to develop an electronic interface to receive and process all transactions from automated outlets at both individual and summary level has been accepted. The merits of this preferred solution are based on the fact that it is the only option that enables POCL to accept individual transaction level data from day one of Pathway roll out. This has the following advantages over and above the other options considered:

- i) this particular development route combines the advantages of a low risk, tightly controlled and incremental transition with the opportunity to be the most strategically aligned with the future functionality of Full TIP;
- ii) it is this option that provides POCL with the opportunity to test its own ability to receive and process individual transactions with significant volumes and in a robust 'live' production environment prior to Full TIP which will not be possible during the prototype phase. Hence it is this option that provides the best learning opportunity for Full TIP;
- iii) this option is the only one that enables POCL to test Pathway's ability to provide a complete and accurate set of transaction data. By receiving both the cash account and individual transaction levels of data we will be able to ensure that Pathway's cash account construction emulates the derived version calculated by TIP from the individual details. Although this will be proved to a large extent with test data prior to Go-Live, this will give POCL the added assurance of being able to ensure financial probity of key business data.

1.2 Next Steps

A decision has now been made to pursue this development solution and a business case will be submitted to MaPEC on 13 November.

Planning is being undertaken to determine how the analysis and design phase of Interim TIP will be delivered. Both iT and SEMA are involved in discussions about how this should proceed with the recommendation that delivery of this, predominantly systems related, activity should involve a combined iT/SEMA team project managed by iT under the control of the TIP project with team involvement from the current operation.

30/10 '96 18:01

FAX

GRO

TIP PROJECT

003

Transaction Information Processing (TIP) Project

Board Papers for Meeting on 15th October 1996

2 CP6 PROCESS TO PROJECT ALIGNMENT ANALYSIS

2.1 Progress to Date

The CP6 Project Board has established a Sub Group to more clearly establish the future shape of the process which will deliver the Business outputs of CP6. Ruth Holleran will be leading the group which will be formed of representatives from the ADT, NAT, TPBU, SAP Distribution and Consolidation projects; ISSU, Automation Programme and the RDC.

2.2 Next Steps

The first meeting has been arranged to take place on 14 October. The purpose of this meeting will be to clarify the issues raised to date and to identify the options for resolving these issues.

3 OPERATIONAL CONCURRENCE

3.1 Progress to Date

The Operational Concurrence (OC) User Group has now been established. This group has been formed from members of the TIP BPR Team and user representatives from CTP.

3.2 Next Steps

The OC User Group will work together with the BPR Team on developing the business process models, organisational design and identifying the impact on current operation. The OC User Group will develop a set of assurance criteria for the process and system in order to ensure the TIP project achieves operational concurrence in the business case. The deliverables will be presented for agreement to the CTP Process Co-ordinators and for ultimate sign-off by the Process Owner.

4 BUSINESS PROCESS MODELLING

4.1 Progress to Date

The current CP6 process has now been mapped with the high level future process overlaid to identify the areas of TIP impact. Data on the costs and timescales of the impacted areas are now being gathered to baseline against the future process.

Work is continuing to develop the detailed Full TIP processes to individual activity areas. In particular, this work is focusing on the different types of error that could still occur when Full TIP is implemented and how these errors should be resolved.

The BPR Team are also developing a Product Requirements Matrix which will be used to identify the TIP requirements for validation, matching, error handling and reporting during the roll out of Automation. This will be used to define the volumes of transactions to be processed by TIP during each phase of rollout.

* 30/10 '96 18:02

FAX

GRO

TIP PROJECT

003

Transaction Information Processing (TIP) Project

Board Papers for Meeting on 15th October 1996

4.2 Next Steps

The team will continue to define the detailed future TIP process for completion by 28 October. This will then be compared to the baselined current process which will also be finished by 28 October. The product requirement matrix will continue to be developed to ensure that each product, both prior and post reengineering, can be supported by the TIP processes.

5 TIP MIS REQUIREMENTS

5.1 Progress to Date

The MIS workshops phase is complete and more than 60 users of management information(MI) across the business were invited to generate their requirements. The main purpose of the exercise was to educate the business about how and what transaction information will be available in the future and therefore to extract real requirements for MI.

5.2 Next Steps

The workshops will be supplemented by demonstrations of the TIP Prototype MIS module across a wider audience and by one to one interviews to analyse the requirements in further detail to feed into the functional requirements and business process development for Full TIP.

Criteria for evaluating requirements is being developed and will be applied to all requests for MIS as part of the business case justification.

6 PROTOTYPE DEVELOPMENT

6.1 Progress to Date

The JAD sessions were completed on 7 October. The purpose of the final JAD session was to review the development to ensure the prototype phase objectives had been met and to review the outstanding issues and requirements from these sessions.

The JAD users agreed that the objectives of the prototype phase had been achieved. The users were content that all requirements not reflected in the prototype development had been captured and would be taken forward as Full TIP requirements. All unresolved issues have been logged within the TIP project.

Unit testing of the prototype deliverables is now taking place prior to integration of the different units.

6.2 Next Steps

The Full TIP requirements will be taken forward by the BPR Team and the OC User Group to ensure the Full TIP process and system reflect the users' needs. The issues will be progressed via the OC User Group

30/10 '96 18:02

FAX

GRO

TIP PROJECT

005

Transaction Information Processing (TIP) Project

Board Papers for Meeting on 15th October 1996

There will be a demonstration to the users of the Prototype system at the end of October after the completion of testing. The testing will only ensure that the requirements agreed by users will be incorporated in the prototype. There is no intention to conduct the full range of tests which would be applied to a system entering a live environment.

Completion of the prototype development is scheduled for mid- November.

7 FUNCTIONAL REQUIREMENTS

7.1 Progress To date

Planning is under way to ensure that the agreed business requirements emanating from the prototype activities are translated into systems deliverables. This will encompass the development of a functional model and logical data model for Full TIP. These are essential elements for coming to a systems view of Full TIP and, in particular, the systems development costs which need to be attributed to Full TIP. Without these activities a true cost for Full TIP cannot be arrived at.

7.2 Next Steps

On agreement of the full business requirement the functional model and logical data model will be developed by the end of November.

8 SYSTEMS INTERFACES

8.1 Progress to Date

The Applications Interface Specification (AIS) between TIP and Pathway is in the process of being signed off. This will focus on the deliverables from Release 1 of the Pathway system but not ignore the future re-engineering requirements of the business. There are still some issues between the project and Pathway, at a detailed level, which need resolution prior to total sign off. In particular, the requirement to receive an electronic form of the cash account is deemed to be a change request on Pathway. The impact of this is being assessed.

Work continues on defining the Reference Data to TIP AIS.

The Technical Interface Specification (TIS) which the TIP project led in the initial stages has now been handed over to the Reference Data Project (Paul Santilli) as that project has the most immediate need for progressing this work.

8.2 Next Steps

Complete agreement to the TIP/Pathway AIS is due by the end of October. Agreement to the Reference Data to TIP specification is scheduled for the end of October. This is being monitored as there are some issues, notably around version control, which may impact on this.

30/10 '96 18:03

FAX

GRO

TIP PROJECT

008

Transaction Information Processing (TIP) Project

Board Papers for Meeting on 15th October 1996

9 TECHNICAL SOLUTIONS

9.1 Progress to date

The Technical Evaluation for Full TIP is scheduled to begin in mid-October. This was so timed due to the gathering of business requirements and the development of the prototype software. A contract has been set up to test the prototype and associated activities on both HP and Mainframe environments - these being the two environments considered for Full TIP.

Work continues on looking at the systems migrations activities across the business where TIP has an impact. The project now provides a major feed into the Automation Working Group.

9.2 Next Steps

The Technical Evaluation will begin in mid-October utilising the resources of Post Office Resources Group (PORO). This forms the ideal link into the Technical Concurrence Process. The outcome of this work will be to determine the platforms, databases, development methods and tools required to operate Full TIP. This will also include the costs required to perform this service. Culmination of the evaluation is scheduled for the end of November followed by a period of review and assessment to feed into the Full TIP business case. This work will include benchmarking the prototype with Hewlett Packard to stress the likely system to 10% of projected volumes. Similar activities will be conducted on the IBM Mainframe currently within the Post Office environment.