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AUTOMATION TRANSFORMATION PROGRAMME

Automation Transformation Steering Group
Notes of meeting on 28 September 1998

Present	Paul Rich (chair)
	Rob Durrant
	Mike Hellier (for Dave Morphey)
	John Main
	John Meagher (for Dave Miller)
	Wendy Powney
	David Smith
	Stuart Sweetman
	Roger Tabor
	Elena Marsh (Notes)
Apologies	Duncan Hine
	Dave Miller
	Dave Morphey
	Mena Rego
	Paul Thornton
Distribution	as per CEC circulation list
	APG
	AWG

Next meeting is 2.00 pm, 20 October in Second floor Board Room, KEB.

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Actions

Item 1   Actions from last meeting

See updated action points

Item 2   Red Light issues

2.1   <u>POCL Single SAP system (S3)</u>

Concern was raised over the possibility that the Shaping for Competitive Success Programme (SCS) may affect the S3 project timescales. Group IS strategy have advised that S3 work should not proceed at this stage The S3 project is due to select a consulting partner in the next few days and the timescales are such that work needs to commence in November to enable delivery according to the overall automation programme requirements. As the timescales for a definitive decision from the SCS are uncertain awaiting for a decision before proceeding with current planned work on the S3 will compromise programme timescales.

2.2   It was agreed that the Conceptual Design for S3 should be done for two scenarios, one where the SAPHR, SAPADS and MICA SAP systems would be integrated into one client, and one where SAPADS and MICA SAP would be integrated into one client with SAPHR remaining on a separate instance to enable possible links with Group. A decision on the way forward would need to be taken prior to the build stage which is due to commence in March 99.
Transfer to issue log.

Item 3   Other issues

3.1   <u>Data Management</u>

Roger Tabor raised a concern about the business's commitment to support the Data Management project and the support for the introduction of processes for date ownership and maintenance. It was noted that the CEC needs to be seen to be committed to the Data Management project and that Rob Durrant would chair the Data Management board. It was noted that any big change management initiatives with data implications should link into the Data Management project.

3.2   <u>Capability Planning</u>

It was noted that there is a need for wider business capability planning exercise that is dynamic and regularly updated to enable the business to sustain the pace of transformation. The Gateway process may be one way that this is done and the CEC will consider this under the Gateway agenda item at a CEC meeting.

Action	It was agreed that : • Rob Durrant should take this forward with the Gateway process	**R Durrant**
Action	• A review of the minimum commercial requirements is required to feed into the capability planning exercise	**TMT**
Action	• A capability impact assessment on the programme plan is required	**TMT**

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Actions

3.3   Horizon testing
A verbal update was given on this item which is on the existing issue log.
It was noted that MOR1 has been completed and MOR2 is ongoing.
It was noted that there may be an additional testing phase prior to live trial , this may be able to be managed within the existing contingency.

Item 4   Business Standards

4.1   Rob Durrant gave a presentation on his proposals for the production of business standards. The production of business standards will be taken forward by a project team , a profile for which has been forwarded to business planning. Once the profile is agreed with CEC standard owners will be targeted to produce standards. All business **R Durrant**

Action   standards and supporting documentation will be produced in the same format and will be used for checking compliance, CICS and as a basis for BER.

Action   The way reserved powers fit in with this conformist model of working **R Durrant**
should be considered by the CEC.

4.2   The standards will be applicable to both Business Units and programmes.

Item 5   Requirements specification

5.1   At the May meeting the ATSG agreed that the End to End work should be developed into a requirements specification and a target of the end of October was set for completion.
The ATSG agreed :

Action   • revised objectives for the work   **D Smith**
• complete the back end requirements but remit to the migration planning group for the detail work

Item 6   AOB

6.1   Client communication
The content of any client communication must be considered carefully. Clients should not be given any dates that are not definite as that would serve to further increase their scepticism about the programme. Currently we are only confident about the dates for release 2 Timescales will become firmer in December.

Action   It was agreed that Dave Morphey, Paul Rich and Stuart Sweetman should meet to agree the content of the client communication.   **P Rich**
D Morphey
S Sweetman

6.2   Harnessing Technology
It was agreed that the ATSG will remain with its present composition and scope for the October meeting but would move to a Harnessing Technology programme board from November.

To: Horizon Programme Staff

From: Dave Miller   Date: 9th October 1998
      Horizon Programme Director

Subject: Horizon re-organisation

I announced at the Open Forum on 24th August, that we would be
undertaking a review of the Programme structure. I also said that I expected
to be able to communicate the outcome of that review by mid September,
ready to implement the changes from the beginning of October.

You'll be aware that where possible I have already communicated changes,
but there are still some areas we are working on. I'm sure you'll appreciate
that there are also external issues which may impact on the eventual outcome,
and I need to take account of these before finalising the review.

So, I'm sorry that I'm not able to announce the details of the new structure
yet, but I should be in a position to do so within the next month.

Yours sincerely

Dave Miller