

# Meeting Agenda

## RELEASE AUTHORISATION BOARD MEETING



**Purpose:** Authorisation of Nile 1  
(CAPS 3 - multiple ACCs)

**Output:** Authority to proceed with the implementation of Nile 1

**Date, Time:** Monday 6<sup>th</sup> April 1998 at 0900 hours

**Place:** King Edward Building  
(conference room to be confirmed)  
St Pauls  
London

**Chair:** David Miller POCL - Programme Director

**Secretary:** tba

**Attendees:**

Mitchell Leimon	PDA Release Management
John Meagher	POCL Product Assurance
Rod Stocker	POCL Implementation
Steve Muchow	ICL Pathway
Martin Riddell	ICL Pathway
Vince Gaskell	BA CAPS
Bruce McNiven	POCL Implementation
Paul Wootton	POGAB
Stuart Riley	PDA Finance
Janet Topham	POCL Programme Office
Peter Crahan	PDA Programme Director
Graham Beck	POCL Service Management

ITEM	LEAD	TIME
1. Introduction	D Miller	5 mins
To introduce meeting attendees and the purpose of the meeting.		
2. Service Development & Testing		15 mins
2.1. Review significance of any issues from CAPS development and testing.	V Gaskell	
2.2. Confirm status of joint, regression testing between Pathway and CAPS	S Muchow M Leimon	
2.3. Confirm understanding of release content and impact on Users and security.	J Meagher V Gaskell	
2.4. Confirm relevant CARs have been cleared	J Meagher S Muchow	

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|------|--|-----------------------|---------|
|      | 2.5. Confirm status of Pinicls and Stirs.  | J Meagher             |         |
| 3.   | <b>Service Management Readiness</b>  |                       | 15 mins |
|      | 3.1. Confirm no impact on the operation, contingency and management of Benefit Payment (BPS) and OBCS services | S Muchow<br>G Beck    |         |
|      | 3.2. Confirm relevant communications to POCL outlets   | R Stocker             |         |
|      | 3.3. Confirm relevant communications to BA staff   | V Gaskell             |         |
| 4.   | <b>Commercial Impact and Sponsor Approvals</b>   |                       | 5 mins  |
|      | 4.1. Confirm Seals of Approval, including PAG & POGAB approvals, for release have been obtained                | V Gaskell             |         |
|      | 4.2. Confirm no impact on charging, commercial or financial arrangements                                       | S Riley               |         |
| ① 5. | <b>Implementation</b>  |                       | 15 mins |
|      | 5.1. Review readiness of implementation plan, including:   | V Gaskell             |         |
|      | ◇ implementation responsibilities and controls   |                       |         |
|      | ◇ key contacts   |                       |         |
|      | ◇ implementation proving by real customer  |                       |         |
|      | ◇ contingency & regression measures  |                       |         |
|      | ◇ process to finalise and agree plan with all relevant parties   |                       |         |
|      | 5.2. Confirm assurance of plan and readiness to execute  | R Stocker<br>S Muchow |         |
| 6.   | <b>Review &amp; Decision</b>   |                       |         |
|      | To review the issues discussed and, if appropriate, authorise the implementation of Nile 1.                    | D Miller              | 15 mins |

**BA/POCL Release Authorisation Board Representation for Nile 1 (Annex 1)**

<b>Name</b>	<b>Organisation / Representing</b>	<b>Agenda</b>
D Miller	POCL - Chair	
R Stocker	<b>POCL Release Implementation:</b> ♦ Implementation plan assurance ♦ Communications to outlets ♦ represent the PDA/POCL areas where appropriate	5.2 3.2
G Beck	<b>POCL Service Management:</b> ♦ Continuity of Service operation and management ♦ POCL operational support for release	3.1 3.1
S Riley	<b>PDA Commercial Standing:</b> ♦ Financial provisions for services ♦ Contractual & commercial agreements (input from P Kelsey)	4.2 4.2
M Leimon	<b>PDA Release Management:</b> ♦ Regression testing ♦ Any Release Delivery issues	2.2 2.2
John Meagher	<b>Product Assurance Group:</b> ♦ Business/functional content of service ♦ Security of services ♦ Clearance of relevant CARs (if appropriate) ♦ Status of PINICLs and STIRS	2.3 2.3 2.4 2.5
S Muchow	<b>Pathway Service Delivery &amp; Development:</b> ♦ Regression testing ♦ Clearance of relevant CARs ♦ Continuity of service operations ♦ Pathway involvement in implementation plans	2.1 2.4 3.1 5.2
V Gaskell	<b>CAPS:</b> ♦ CAPS Development & Testing: significant incidents/resolution ♦ Communications to BA staff ♦ provide Seals of Approval, confirming PAG and POGAB approvals, for release ♦ Implementation planning, including: - process and controls clear and understood - key contact points - implementation proving - contingency & regression measures ♦ Release Content impact on users	2.1 3.3 4.1 5.1 2.3
B McNiven	<b>POCL:</b> ♦ POCL commercial/financial arrangements ♦ POCL involvement in implementation plans ♦ Readiness of outlets	4.2 3.2 5.2