

**GIS Project – Steering Group Meeting Notes
4 November 2008 - CEO**

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|---|---|---------------------|-----------------|
| 1. Attendees | | | |
| | Name | Representing | Initials |
| | Paul Sanderson | VOA | PS |
| | Sarah Cowdrey | VOA | SC |
| | [REDACTED] | VOA | [REDACTED] |
| | [REDACTED] | VOA | [REDACTED] |
| | [REDACTED] | VOA | [REDACTED] |
| | [REDACTED] | HMRC | [REDACTED] |
| | [REDACTED] | Aspire | [REDACTED] |
| | [REDACTED] | Aspire | [REDACTED] |
| | [REDACTED] | PBMI | [REDACTED] |
| | [REDACTED] | TRS | [REDACTED] |
| | [REDACTED] | VOA | [REDACTED] |
| 2. Apologies | | | |
| | Jon Wrennall | VOA | JW |
| | [REDACTED] | VOA | [REDACTED] |
| | [REDACTED] | VOA | [REDACTED] |
| 3. Matters arising from previous meeting | | | |
| 3.1 | [REDACTED] Aspire stated that he thought there were a couple of items on the action log that should be closed. These will discussed under the separate agenda item. | | |
| 4. Agenda items from this meeting | | | |
| 4.1 | <p>Audit Activity Report – [REDACTED] IAO summarised the areas on the report:</p> <ul style="list-style-type: none"> • Governance – This area is going in the right direction but has a RAG Status of Amber. This is largely due to the work required by Aspire to establish exact spend to date on capital and other running costs. • Project Plan – This area is improving greatly but is also at Amber. [REDACTED] Aspire queried the LID of 1st Jan 2010, saying that he had agreed January but which date. [REDACTED] IAO stated that the plan needs an agreed LID date and an agreed plan that also shows the VOA UAT activity. • Finance – This links in with the Governance area and, whilst also improving greatly, is set to Amber due to lack of visibility of charges. • Risks and Issues Register – Although this is currently set to Amber, now that the new combined VPA/Aspire log is in place this will become Green. • People and Skills – [REDACTED] IAO is pleased with the Key Persons document (so much so that he would like it rolled out across all other projects) but is concerned that the VOA side of the Project relies heavily on one, less experienced, person. He would like to see a plan for additional project resource and clerical support as soon as possible. It is likely this will need to come from the PPSO. • Benefits Monitoring – This is set to Amber whilst work is carried out on a Detailed Benefits Realisation Plan. • Other Areas – all other areas of the report are set at Green. | [REDACTED] | 10/12/08 |
| | | [REDACTED] | 10/12/08 |
| | | [REDACTED] | 10/12/08 |
| 4.2 | <p>Flash Report – [REDACTED] Aspire presented the Flash Report:</p> <ul style="list-style-type: none"> ▪ Architecture – [REDACTED] Aspire to talk to [REDACTED] VOA regarding the risks around moving the LDT data. ▪ EcoSystem – The SOW are being progressed satisfactorily ▪ Security – [REDACTED] VOA to arrange for a DVD to be cut for passing to TENET to work on the LDT migration ▪ Hardware – [REDACTED] Aspire keeping a watching brief on Tech Refresh. AIX eqpt not yet ordered (but believed to be available off-the-shelf). [REDACTED] Aspire will raise as an issue if not ordered by end of next week. ▪ Elaboration – Elab 1 is complete and screen shots have been circulated. Elab 2 is in the planned stage. All Use Cases have been produced and are at least ready to sign (if not already signed). [REDACTED] VOA to let [REDACTED] VOA know where the screen shots are located in the network folders. | [REDACTED] | 10/12/08 |
| | | [REDACTED] | 4/11/08 |

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| 4.3. | Project Timetable – <ul style="list-style-type: none"> ▪ The dates highlighted in red (on the updated plan sent to [redacted] Aspire by [redacted] VOA) will still need to be pulled forward. [redacted] Aspire is aware of it (but has been unavailable for a while (annual leave)) and will present an updated plan at the next PMM. | [redacted] | 25/11/08 |
| 4.4. | Project Financials <ul style="list-style-type: none"> ▪ [redacted] Aspire reported that the ‘drains-up’ review carried out by Aspire had highlighted some invoicing issues but that we are where we should be. ▪ The template on the reverse of the Flash Report was reviewed and approved. ▪ The GoLoader licence fee invoice has been traced. <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted] (This item has been redacted as it is commercially sensitive)</p> <ul style="list-style-type: none"> ▪ ▪ Margin Retained release – [redacted] Aspire to publish document with details | [redacted] | 14/11/08 19/12/08 Jan ‘09 25/11/08 25/11/08 |
| 4.5. | Risks and Issues <ul style="list-style-type: none"> ▪ The risk log now meets everyone’s requirements but there is a need to formulate an issue log in a similar fashion, albeit empty for the time being. | [redacted] | 10/12/08 |
| 4.6. | PID – All to review and comment. | [redacted] | 25/11/08 |
| 4.7. | Key Persons Document – Needs updating for [redacted] Aspire replacement (see AOB below) and more specific in terms of the people rather than the roles in the cases of [redacted] VOA. | [redacted] | 10/12/08 |
| 4.8. | Project Action Log – The project action log was reviewed and will be re-issued as a separate document. | | |
| 5. Any Other Business | | | |
| 5.1 | TRS – [redacted] VOA welcomed [redacted] from The Rent Service | | |
| 5.2 | Aspire – [redacted] Aspire announced that [redacted] Aspire had been promoted to a Programme Manager role and that, whilst [redacted] Aspire would retain a role in the project, a new project manager from Aspire would be appointed. | [redacted] | 10/12/08 |
| 6. Next Meeting | | | |
| 6.1 | Next full Steering Group Meeting – CEO MR13 – 10:30 – 10/12/08 | | |
| 6.2 | Next PMM – Aspire, Barrington Road – 13:00 – 25/11/08 | | |

**GIS Project – Steering Group Meeting Notes
10th December 2008 - CEO**

| Attendees | | | |
|---|---|-----------------|----------------|
| Name | Representing | Initials | |
| Paul Sanderson | VOA | PS | |
| [REDACTED] | VOA | [REDACTED] | |
| Jon Wrennall | VOA | JW | |
| [REDACTED] | HMRC | [REDACTED] | |
| [REDACTED] | Aspire | [REDACTED] | |
| [REDACTED] | PBMI | [REDACTED] | |
| [REDACTED] | PBMI | [REDACTED] | |
| [REDACTED] | TRS | [REDACTED] | |
| Apologies | | | |
| [REDACTED] | VOA | [REDACTED] | |
| [REDACTED] | VOA | [REDACTED] | |
| [REDACTED] | Aspire | [REDACTED] | |
| [REDACTED] | VOA | [REDACTED] | |
| 1. Matters arising from previous meeting | | | |
| 1.1 | None | | |
| 2. Project update | | | |
| 2.1 | [REDACTED] Aspire reviewed the flash report | | |
| | VOA PM to be changed to [REDACTED] | [REDACTED] | 14/1/09 |
| | Requirements – leave as green in case further requirements identified | | |
| | Architecture - RAG to be changed to Green | | |
| | Security - [REDACTED] VOA requested that the Security RAG be changed to amber until after the transfer of data for Tech Refresh | | |
| | Hardware - AIX is due to arrive on 12 th December | | |
| | Transition - Go live date needs aligning with new timetable | | |
| | Finance - The project finances were covered under item 3 | | |
| 2.2 | Timetable | | |
| | The Steering Group approved the LID to be 13/01/2010 | | |
| | [REDACTED] Aspire presented a revised timetable working to the 13/01/2010 LID | | |
| | VOA confirmed there is adequate time for UAT within the timetable although [REDACTED] VOA was reviewing the timetable in more detail. | | |
| | [REDACTED] Aspire confirmed that the UAT 4 currently planned for over Christmas 09 can be moved. | | |

**GIS Project – Steering Group Meeting Notes
10th December 2008 - CEO**

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| 3. Project financials | | |
| 3.1. ■ VOA presented a new project finance spreadsheet | | |
| The spreadsheet will be completed monthly by ■ Aspire to show Aspire spend to date and anticipated spend to the end of the financial year against the profiled spend to highlight any over/under spend. | | |
| ■. It was agreed to wait until more up to date figures are available prior to notifying finance of any potential underspends. (This has been redacted as it is commercially sensitive) | ■ | 14/01/09 |
| JW suggested improvements to the ordering of the columns and that the following years profiled spend be added. | | |
| The Steering Group approved the spreadsheet as a method of recording the project finances | | |
| 4. Project Governance | | |
| 4.1. ■ VOA thanked the SG for their feedback on the documents produced at the last SG meeting. | | |
| Minor changes have been made to the PID incorporating the feedback and the PID will now be passed to PS for sign off. | ■ | 14/01/09 |
| 5. Business realisation | | |
| 5.1 ■ VOA presented a draft business realisation plan highlighting the three current benefits shown in the Business Case. Further benefits will be identified from workshops involving reps from each business stream. | | |
| PS suggested that the three directorates which have identified benefits be invited to the next SG meeting to be part of the business realisation process. | ■ | 14/01/09 |
| JW recommended a Project plan be drawn up incorporating training, testing, user acceptance, signing off of benefits by directorates, business change and identification. | ■ | 14/01/09 |
| ■ VOA and ■ VOA to review benefits realisation plan and arrange workshops on future benefits testing. | ■ | 14/01/09 |
| ■ to confirm that HR will undertake training from 1/4/09 | ■ | 14/01/09 |
| ■ VOA to confirm with ■ Aspire the testing lab requirements (subject to VPN connection to another office outside Worthing) | ■ | 14/01/09 |
| ■ VOA to review test strategy plan requirements incorporating resources//locations/ dates by 27 th Jan. | ■ | 14/01/09 |
| ■ VOA/Aspire to review scope and identify whether GIS will be available on laptops/ home workers and SRAS users. | ■ | 14/01/09 |
| ■ Aspire to look into VPN terminal availability to see if testing can be carried out other than in Worthing. | ■ | 14/01/09 |

**GIS Project – Steering Group Meeting Notes
10th December 2008 - CEO**

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| 6. Review of key project risks | | | |
| 6.1 | The risk log was reviewed | | |
| | GIS 008 | Change to amber following new finance monitoring spreadsheet | 14/01/09 |
| | GIS 007 | Change to A/G to reflect new timetable and agreed LID | |
| | 01134 | Close | |
| | 00304 | Change to amber/green | |
| | 06332 | Change RAG to green | |
| | 13435 | Close | |
| | 00308 | Close | |
| 7. Project Action log update | | | |
| 7.1 | This was reviewed and will be reissued as a separate document | | |
| 7.2 | <p>■ PBMI provided a handout on the Envinsa product roadmap</p> <p>JW enquired whether there would be any increased costs if Envinsa 4.3 is upgraded. ■ PBMI replied that there be difficulties in providing an estimated costs at this stage as the full scope of the next release is not known.</p> <p>The Business Case may need updating to reflect potential increased costs.</p> <p>■ PBMI to discuss with ■ Aspire possible cost implications of upgrades and ■ VOA to update the business case accordingly.</p> | | 14/01/09 |
| 7.3 | <p>JW enquired whether training of the VOA system admin B4 was included in the GIS business case budget. ■ Aspire confirmed that the VOA B4 will be trained along with Aspire staff.</p> | | |
| 8. IAO update | | | |
| 8.1 | <p>■ IAO confirmed that there has been good progress on the amber areas of the project. The next management letter report is due in January.</p> | | |
| 9. AOB | | | |
| 9.1 | Next SG meeting – 14/01/09 2pm MR13 | | |
| 9.2 | Next PM meeting – 19/01/09 10am teleconference | | |

**GIS Project – Steering Group Meeting Notes
14 January 2009 - CEO**

| Attendees | | |
|------------------|---------------------|-----------------|
| Name | Representing | Initials |
| Paul Sanderson | VOA | PS |
| [REDACTED] | VOA | [REDACTED] |
| [REDACTED] | VOA | [REDACTED] |
| Jon Wrennall | VOA | JW |
| [REDACTED] | VOA | [REDACTED] |
| [REDACTED] | VOA | [REDACTED] |
| [REDACTED] | HMRC IAO | [REDACTED] |
| [REDACTED] | Aspire | [REDACTED] |
| [REDACTED] | Aspire | [REDACTED] |
| [REDACTED] | PBMI | [REDACTED] |
| [REDACTED] | TRS | [REDACTED] |
| [REDACTED] | VOA | [REDACTED] |
| Apologies | | |
| [REDACTED] | Aspire | [REDACTED] |
| [REDACTED] | PBMI | [REDACTED] |

**GIS Project – Steering Group Meeting Notes
14 January 2009 - CEO**

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| 1. Matters arising from previous meeting | | | |
| 1.1 | <ul style="list-style-type: none"> Aspire announced that, as indicated in a previous meeting, a new Project Manager for Aspire has been appointed and we welcomed [redacted] in that role. No other matters arising. | | |
| 2. Project update | | | |
| 2.1 | <p>Aspire reviewed the flash report</p> <p><i>Architecture</i></p> <ul style="list-style-type: none"> Aspire said that the arrow should be level, not pointing up The test set up into Shipley was a week late as associated software for the AIX box was not all in place (it had not all been procured). Fujitsu will have it resolved by 23/1. However, there is float time in the plan and the project should cope. Also. It may be possible to start without it on a partial load. Although this was needed to be up and running by 27/1, there is a need to move the first tranche of UAT back by a week (to 2/1) anyway. <p><i>Transition</i></p> <ul style="list-style-type: none"> Planning has started. Given that there have been problems with the installation of the test kit, [redacted] Aspire will be asking Fujitsu to consider buying the kit now but will need to ensure there is no extra cost to the Project incurred in doing so. <p><i>Financials</i></p> <ul style="list-style-type: none"> Aspire expects an underspend for year 2008/9. He will discuss this separately with [redacted] VOA and [redacted] PBMI with a view to minimising but will expect the under spent amount to be carried over into 2009/10. [redacted] PBMI said that the underspend on PBMI part was partially due to resource planned to be allocated not being available and that an extra person was to be allocated. [redacted] VOA pointed out that the P-Line is of most concern. VOA confirmed that finance would need to be notified of carry over however it was not necessary to resubmit reprofiled costs to the WCPB | [redacted] | 25/2/09 |
| | | [redacted] | 25/2/09 |
| | | [redacted] | 25/2/09 |
| 2.2 | <p>Timetable</p> <ul style="list-style-type: none"> Aspire reported that he has incorporated some of [redacted] VOAs comments into a new plan, which he will distribute shortly. There was a discussion regarding who will be responsible for signing off the UAT. PS [redacted] agreed to contact Business Directors to ensure UAT will be carried out by agreed representatives. To this end, [redacted] VOA will document and ratify the representatives. | [redacted] | 23/1/09 |
| | | [redacted] | 30/1/09 |
| 3. Implementation Plan | | | |
| 3.1 | <p>Benefits realisation</p> <ul style="list-style-type: none"> Following discussions and actions from previous meetings, PS asked [redacted] PBBI if she had got any insights regarding benefits of GIS. [redacted] PBBI replied that her users had shared any such information with her. It was agreed that, in upcoming Benefits Workshops, we should remember that the key driver for GIS was Quality and not necessarily just financials <p><i>Training</i></p> <ul style="list-style-type: none"> The HR structure for GIS training had not yet been finalised and there had been doubt regarding who was going to carry out the ongoing user training. JW said that we should assume that the ITSOs would carry out the training (whether as part of HR or not). [redacted] VOA to discuss. [redacted] VOA said that the CT/AVM guys would carry out their | [redacted] | 30/1/09 |

**GIS Project – Steering Group Meeting Notes
14 January 2009 - CEO**

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| | <p>own user training.</p> <ul style="list-style-type: none"> It was noted that the Business Case did not contain a section for training and that it should be added. <p>Security</p> <p>[REDACTED]</p> <p>[REDACTED]. (This item has been redacted as it remains an ongoing policy issue)</p> <ul style="list-style-type: none"> | ■ | 25/2/09 |
| 4. Review of key project risks | | | |
| 4.1 | <p>The risk log was reviewed</p> <p>Hardware procurement – is at RED but, as of today, is not an Issue because the late procurement is being mitigated. However, it could be in 2 weeks time.</p> <p>GIS 008 - The probability is reducing – we have the info but still need to be able to reconcile it.</p> <p>GIS 005 - This is now to be escalated to an Issue. An HR representative is to be invited onto the Steering Group.</p> <p>GIS 007 - This is receding. It is to be left on GREEN (and slightly re-worded).</p> <p>GIS 001 - Domestic addresses are now at 95% and rising (97% expected by 2010) but NDR is a bigger risk and may not have 65% of UARNs by 2010.</p> <p>GIS 004 - Juniper has been enabled in the Dev environment and will be tried on Test once the environment is up and running. The testing strategy is to include Juniper, XP etc.</p> <p>GIS 002 onwards are to be discussed and Profile/RAG status to be investigated.</p> | <p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>+</p> | <p>30/1/09</p> <p>25/2/09</p> <p>25/2/09</p> <p>30/1/09</p> <p>25/2/09</p> |
| 5. Project Action log update | | | |
| 5.1 | This was reviewed and will be reissued as a separate document | | |
| 6. IAO update | | | |
| 6.1 | Issues have been discussed during the course of the meeting and NC is content that they are mitigated. ■ IAO will issue new report in the next week. | ■ | 30/1/09 |
| 7. AOB | | | |
| 7.1 | JW suggested that the Steering Group should now have a senior business rep. | ■ | 25/2/09 |
| 8. Next Meeting | | | |
| 8.1 | The next PMM meeting is scheduled for 25/2/09 @ 14:00-16:00, CEO MR11 | | |

GIS Project – Project Board Meeting Notes
25 February 2009 - CEO

| Attendees | | | |
|---|--|---------------------|-----------------|
| | Name | Representing | Initials |
| | Paul Sanderson (P/T) | VOA | PS |
| | David Subacchi | VOA | DS |
| | [REDACTED] | VOA | [REDACTED] |
| | [REDACTED] | Aspire | [REDACTED] |
| | [REDACTED] | Aspire | [REDACTED] |
| | [REDACTED] | PBMI | [REDACTED] |
| | [REDACTED] | PBMI | [REDACTED] |
| | [REDACTED] | VOA | [REDACTED] |
| Apologies | | | |
| | [REDACTED] | VOA | SP |
| | Jon Wrennall | VOA | JW |
| | [REDACTED] | TRS | [REDACTED] |
| | [REDACTED] | HMRC IAO | [REDACTED] |
| | [REDACTED] | Aspire | [REDACTED] |
| 1. Matters arising from previous meeting | | | |
| 1.1 | <ul style="list-style-type: none"> VOA noted a correction to the Benefits Realisation (3.1), which should have read: “Following discussions and actions from previous meetings, PS asked [REDACTED] PBBI if she had got any insights regarding benefits of GIS. PBBI replied that her users <i>not</i> had shared any such information with her.” | | |
| 2. Project update | | | |
| 2.1 | <p>Aspire reviewed the flash report</p> <p><i>Architecture</i></p> <ul style="list-style-type: none"> The kit has now been installed successfully <p><i>Elaboration</i></p> <ul style="list-style-type: none"> Aspire agreed that, although the report indicates that all Use Cases have been signed off, the recent CRs are likely to need amendments to some Use Cases. <p><i>Financials</i></p> <ul style="list-style-type: none"> VOA reported that the 2008/9 underspend will be carried forward into 2009/10. VOA also reported that a new reporting process has been set up with [REDACTED].finance Under the new process, reporting will take place regularly around 10th-12th working day of the month (regardless of coinciding with Project Board meetings). VOA was asked to check the position against the Finance understanding but this will not be necessary as it is business as usual for [REDACTED].finance | | |
| 2.2 | <p>Timetable</p> <ul style="list-style-type: none"> There was some discussion/elucidation on the latest issue of the plan but no issues or actions arose. | | |

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25 February 2009 - CEO

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| 8. AOB | | |
| 8.1. | PS advised that the term Steering Group is no longer appropriate for this group, which should be called project Board in future. | |
| 9. Next Meeting | | |
| 9.1. | Next PBM meeting: 22/4/09 @ 10:00-12:30, Wingate House | |

**GIS Project – Project Board Meeting Notes 22 April 2009
MR2, Wingate House**

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|---|--|---|--|
| Attendees | | | |
| | Paul Sanderson David Subacchi [REDACTED] [REDACTED] [REDACTED] | VOA VOA VOA TRS HMRC IAO Aspire PBMI VOA | PS DS [REDACTED] [REDACTED] |
| Apologies | | | |
| | [REDACTED] Jon Wrennall [REDACTED] [REDACTED] [REDACTED] | VOA VOA VOA VOA VOA Aspire PBMI Aspire | SP JW [REDACTED] [REDACTED] [REDACTED] |
| 1. Matters arising from previous meeting | | | |
| 1.1 | None | | |
| 2. Project update | | | |
| 2.1 | <p>Aspire reviewed the flash report</p> <p>It was noted that all Delivery Areas (except Transition – which is still to be detailed) are at Green, with UAT1 being on schedule (although see Juniper note below) and Construct1 being underway and on track.</p> <p>UAT added as a deliver area whilst Requirements, Ecosystem, Commercial and Elaboration to be removed from the Flash</p> | | |
| 2.2 | <p>Financials</p> <ul style="list-style-type: none"> There was discussion regarding the underspend and whether the amount of underspend due to work not yet done (but still required) can be carried forward into the current year's budget. [REDACTED] VOA had already had conversation with Finance regarding this and the outlook was positive. However [REDACTED] VOA will clarify the current position with Finance. The strategy of de-risking by bringing forward the installation of Live infrastructure has been impacted and is under review by [REDACTED] Aspire will report back on costs involved. | [REDACTED] [REDACTED] | 1/5/09 30/4/09 |
| 2.3 | <p>Timetable</p> <p>There has been a problem with connection via Juniper and this <i>might</i> have a knockon effect on the user portion of UAT1. ITSD have been carrying out testing and have raised a few relatively minor issues, most of which have already been fixed and re-tested (one has been referred to Oracle). In order for users to complete their testing they will need access via Juniper (there are insufficient workstations available in the Aspire test lab, partially due to Tech Refresh testing). Juniper are working on the problem and are attending a meeting at Aspire at the end of the week and the situation will be reviewed after that [REDACTED] Aspire will report back.</p> | [REDACTED] | 24/4/09 |

**GIS Project – Project Board Meeting Notes 22 April 2009
MR2, Wingate House**

**GIS Project – Project Board Meeting Notes 22 April 2009
MR2, Wingate House**

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| 3. Governance (future standing item on the agenda) | | |
| <p>3.1. Benefits realisation</p> <p>The four workshops have taken place and [redacted] VOA is collating the outputs. [redacted] VOA has discussed the outputs in brief with [redacted] VOA and will follow up on how to make the benefits realisation happen. [redacted] VOA will contact business leads for their sign-off on the benefits listed.</p> <p>Lessons Learned</p> <p>[redacted] VOA has made available a Lessons Learned log and all Project members are required to provide appropriate input to it. Some submissions have already been made</p> <p>Business Case</p> <p>There are two milestones for the business case in terms of presenting to the Board: (1) May – Inclusion of Training and ITSD resource (2) July – Full update of the Business Case, including benefits and realisation</p> <p>Scope - CRs</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted] (This item has been redacted as it remains an ongoing policy issue)</p> <p>•</p> <p>Official Closure of Project</p> <p>Planning for the closure of the project is underway. This will take into account phases of training and implementation, Project Evaluation Review and Post Implementation Review. The current proposed date is 31/3/2010.</p> | <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> | <p>16/6/09</p> <p>on-going</p> <p>5/2009 7/2009</p> |
| 4. Training | | |
| <p>4.1 HR Training representative attended a Benefits Workshop and HR are working on a strategy (the scoping document for which [redacted] VOA expects to receive around mid-May). [redacted] IAO asked whether HR Training had the capacity and [redacted] VOA replied that HRT had carried out capacity planning and no problems were raised.</p> | | |
| 5. Risk/Issues Register | | |

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| <p>5.1</p> | <p>The risk log was reviewed</p> <p>Risk00016918 - Acceptable response times for Digital Mapping have been forwarded to PBBI and some for TENET have been compiled and will be forwarded in due course.</p> <p>Risk00016908 - [REDACTED] VOA is asking Helpdesk for any figures on complaints. It was agreed that the risk can be closed.</p> <p>GIS 008 - It was agreed that this risk can be closed once [REDACTED] VOA has clarified the situation on bringing forward the unused resource budget.</p> <p>Risk00001134 - This risk to be closed..</p> <p>RISK00016913 - This has been escalated to [REDACTED] VOA but no further information is currently available. The VOA status should be raised to A/G</p> <p>Risk00016916 - [REDACTED] Aspire/PBBI have been in discussion on this risk and PBBI do not feel comfortable with providing the written confirmation required.</p> <p>[REDACTED]</p> <p>(This item has been redacted as it is commercially)</p> | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | <p>24/4/09</p> <p>24/4/09</p> <p>16/6/09</p> <p>16/6/09</p> <p>16/6/09</p> <p>1/5/09</p> |
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**GIS Project – Project Board Meeting Notes 22 April 2009
MR2, Wingate House**

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| 6. Action log | | |
| 6.1 | This was reviewed and will be reissued as a separate document | |
| 7. IAO Management letter | | |
| 7.1 | End of year management letters have been issued to █/PS. █ VOA will circulate once signed off. Current Status A/G █ IAO highlighted that the financial monitoring of project is vastly improved an as a result highlighted a possible underspend | 1/5/09 |
| 8. AOB | | |
| 8.1 | PS advised that the VOA has received a couple of PQs in respect of the GIS Project. | |
| 9. Next Meeting | | |
| 9.1 | Next PBM meeting: 16/6/09 @ 10:00-12:30, Wingate House | |

**GIS Project – Project Board Meeting Notes 16 June 2009
MR21, Wingate House**

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| Attendees | | | |
| | Paul Sanderson David Subacchi [REDACTED] | VOA VOA VOA VOA VOA Aspire Aspire PBMI VOA | PS DS [REDACTED] |
| Apologies | | | |
| | [REDACTED] Jon Wrennall [REDACTED] | VOA VOA VOA TRS HMRC IAO VOA Aspire PBMI | SP JW [REDACTED] |
| 1. Matters arising from previous meeting | | | |
| 1.1 | None | | |
| 2. Project update | | | |
| 2.1 | Flash Report Transition: an extra month of Live will be available from mid-November subject to confirmation of either a CR or the EDRM project moving into live environment | | |
| 2.2 | Financials A small error in the PO4.18 spreadsheet entry was the cause of an apparent further underspend. The true underspend was reflected on the Flash reports | | |
| 2.3 | Timetable The timetable was reviewed. It was noted that the UAT5 (Full System Regression Test) timing is very tight bearing in mind it falls across a period of annual leave. The possibility of disruption to the plan due to either CR changes or Xmas schedule is to be raised in the risk log (1 risk entry each) | [REDACTED] | 28/7/09 |
| 2.4 | Envinsa upgrades [REDACTED] Aspire is awaiting information from PBBI in respect of the assurances on Envinsa upgrades policy. This information is expected by middle of next week and [REDACTED] Aspire will forward it upon receipt.. | [REDACTED] | 24/6/09 24/6/09 |

**GIS Project – Project Board Meeting Notes 16 June 2009
MR21, Wingate House**

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| 9. Next Meeting | | |
| 9.1 | Next PBM meeting: 28/7/09 @ 10:30-13:00, Wingate House MR2 | |