

SYSTEMS REFRESH PROJECT REPORT 27th June 2016

I have returned from holiday and caught up with everybody that I can:

Overall progress with the requirements definition is disappointing.

Calendar Events: GREEN

Graeme Hoyle/Julian Parsons are working through the current Business Requirements and are due to complete end of July. Even if they don't make this date exactly, this is fine. They have a good grasp of what is required and will make the time available.

Permanent Events RED

Marcia Roberts + ano. Marcia is excellent but she has only managed to meet with John today. This is because of holidays etc. The other analyst has simply dropped off the radar. The requirements here are the most difficult because of the variants in the DIY processing. As the other analyst is unavailable we are very exposed on the timeline and additional resource is required. See Below.

Event Services AMBER

Chris Kelly is the analyst. He is excellent but time poor. He has made some progress with Event Services, but I need to review recent progress with him as we have both been away. I am expecting that he will manage this area OK.

Membership AMBER

Mike has been working on the process requirements, but I have been unable to reach him for a recent update. Caroline Fenton the analyst has been on holiday and won't be available to help for another 3-4 weeks. Additional resource is required. See below.

Communications AMBER

Miranda Smith is the web content manager, Andrew Turner the analyst. (Another analyst has since dropped out). Miranda, Ged and Andrew are working on the plan for deriving the members' user experience. This is on going and I am expecting it to be ready for the requirements definition stage. But we haven't got an agreed plan yet. Resourcing Good.

Resourcing RED

After getting back from holiday I have concluded that we definitely need contract Business Analyst to progress with the Permanent and Membership Requirements. I am trying to contact Mike & Marcia about the time period required. Three, possibly six, months part time tbc. I'll contact Luke Boxall about likely costs.

Richard
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