

# EISA

## Information Systems

### SITS Implementation Project

#### Stage 2009.Q1 Stage Plan

Project Manager : Gary Preston  
Reporting To : Craig O'Callaghan  
Issue Date : 19 Dec 2008  
Status : Draft  
Author(s) : Gary Preston  
Project Team

#### Contents List

- 1 Introduction and Summary
- 2 Plan Description
- 3 SITS Activities & Deliverables
- 4 Other Activities & Deliverables

Signed :

<b>Project Name:</b>	SITS Implementation Project		
<b>Date:</b>	19 Dec 2008	<b>Release:</b>	Draft
<b>Author:</b>			
<b>Owner:</b>	Gary Preston		
<b>Client:</b>	Jonathan Kydd Dean of the External System		
<b>Document Number:</b>			

Note: This document is only valid on the day it was printed.  
 The source of this document will be found in the Project file

**Revision History**

**Date of next revision:**

Revision Date	Summary of Changes	Changes Marked

**Approvals**

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Issue date	Version
Gary Preston		Project Manager	19 Dec 2008	1

**Distribution**

This document has been distributed to:

Name	Title	Issue Date	Version
SITS Implementation Team		19 Dec 2008	1
Project Board		19 Dec 2008	1

## 1 Introduction and Summary

This Stage plan sets out the activities and deliveries for the period January to March 2009 inclusive. The activities and deliverables are summarised below.

SITS				
Product	Activity	Stage Deliverable	Own	Lead
Academic Structures	Define new coding structure to allow the mapping of the University's academic structures onto the SITS:Vision system	Definitive Study Programme coding structure and associated data and criteria	GP	SM TG
Data Migration	Identification of the data sources from which data will need to be migrated. Production of data mapping specification and initial identification of data cleansing activities.	Data Source Inventory Data Structure Mapping Specification Data Cleansing Spec. Schedule of Work	GP	MS
Enquiries	Review current enquiries processes and start to identify how they might be optimised to enhance service quality and value for money.	The requirements for implementing enquiries processes within SITS:Vision including proposals for changes.	GP	RM
Applications	Commence a review of current admissions processes and start to identify how they might be optimised to enhance service quality and value for money.	None	GP	RM
Finance and Fees	Commence the review of current finance processes with respect to admissions and start to identify how they might be optimised to enhance service quality and value for money.	None	GP	RM
Curriculum	Commence the review of curriculum through a consideration of the associated module and assessment requirements.	None	GP	TG
E-vision	Commence the process of defining implementation requirements for the E-Vision product.	Training	GP	MS
Other				
Business Process Review	Review current administrative, student lifecycle processes and start to identify how they might be optimised to enhance service quality and value for money.	BPR First Phase Report	CO	RM
Management Information Reporting	Plan in detail the procurement and deployment of additional reporting functionality	Reporting Services Procurement and Development Schedule	CO	RM

Key: Craig O'Callaghan (CO), Gary Preston (GP), Sally Mealing (SM), Michael Suggate (MS), Tim Guha (TG), Robert Moody (RM)

The production and revision of PRINCE2 management products has not been included in this plan.

## 2 Plan Description

This stage is the second following the Project Initiation Stage and follows Stage 4<sup>th</sup> Quarter 2008.

This Stage Plan describes the work to be done during the first quarterly period of 2009 from the beginning of January 2009 until the end of March 2009.

### 2.1 Project Stage Definition

All management stages within the project will normally represent a three month period of work outlined in the Project Plan beginning October 2008. Any planned deviation from this will be described in the appropriate stage plan and recorded in the Project Plan.

Where the timeline of a product development spans a stage boundary only those tasks relevant to the next stage plan are addressed. Previously completed tasks associated with the product will be included in the task breakdown in grey text for completeness, to support audit trail and aid clarity.

### 3 SITS Activities & Deliverables

#### 3.1 Academic Structures

<b>Product</b>	<b>Academic Structures</b>	
<b>Product Description</b>	The definition of EISA academic structures within SITS:Vision system.	
<b>Activity Summary</b>	<p>A definition of the academic structures for the degrees offered through the External System.</p> <p>A new coding structure to allow the mapping of the University's academic structures onto the SITS:Vision system by Scheme, Programme, Course, Route and Pathway.</p>	
<b>Owner</b>	Gary Preston	<b>Lead</b>   Sally Mealing
<b>Stage Deliverables</b>	Definitive Academic Structures for the SITS System: <ul style="list-style-type: none"> <li>• Coding Structures</li> <li>• Programme data and criteria.</li> </ul>	
<b>Prerequisites</b>	Tribal Consultancy for the Activity Lead in SITS Academic Modelling options.  Availability of data on planned changes to existing academic structures and introduction of new programmes.	
<b>Dependencies</b>	The defined coding structure will drive the build phase of the mapping of high-level academic structures and thereby provide a framework for the entire academic model.  Timely turnaround of documentation for review by relevant heads of department, Project Board and USG as required.	
<b>Quality Assurance</b>	For this activity validation of the coding structure will be provided by Tribal while validation of the completeness and accuracy of the academic structures will provided through departmental consultation within EISA. The build of the final product will be subject to quality review as defined in the Project Quality Plan.	
<b>Monitoring and Reporting</b>	The activity lead will report on progress to the Project Manager at Project Team weekly meetings. In addition the activity lead will alert the Project Manager to potential Project Issues should they arise.  The Project Manager will submit a Highlight Report to the Executive on a bi-weekly basis. The Executive will submit Project Board a Highlight report to the Project Board on a monthly basis.	
<b>Tolerances</b>	<i>Time</i>	+ 2 weeks
	<i>Resource</i>	100% of Activity Lead 50% of Project Team members
	<i>Cost</i>	Within current budget

	<i>Quality</i>	N/A
	<i>Scope</i>	All active study programmes included.

<b>Task Breakdown</b>		
<b>Ref</b>	<b>Tasks</b>	<b>Schedule</b>
<b>3.1/1</b>	Production of Draft Academic Model Mapping Document.  This document maps EISA 's study programmes and constituent routes to codes representing them as academic structures in the various functional areas of SITS. It provides a cross-reference between EISA's current study programmes and routes and their respective codes and new codes to be used within SITS.	01 Nov 2008 to 31 Dec 2008
<b>3.1/2</b>	Draft Academic Model proposed coding structure.  This task will fully define proposed codes for use in SITS that will express the academic structure for all study programmes. It will comprise a comprehensive breakdown of the representational coding structure and be developed in tandem with the Academic Model Mapping Document and further analysis of regulatory requirements.	01 Nov 2008 to 31Dec 2008
<b>3.1/3</b>	Programme Data  This task will identify the programme wide data that needs to be captured e.g. period of registration as well as the programme specific criteria that needs to be applied e.g. entry requirements, unit structures. Additionally an analysis of the data that needs to be captured for programmes that are no longer offered by the University, but which are represented in archived files will be performed	01 Nov 2008 to 31 Jan 2009
<b>3.1/4</b>	Approval  This task will execute the approval process for Academic Models Structures including any required revisions to the associated definitions. The approval process will include relevant heads of department, Project Board and USG as required.	01 Feb 2009 to 31 Mar 2009

<b>Comments</b>
The analysis of the coding structure will reveal where groupings can be shared across routes or across programmes and the design will reflect this, though care will be taken to ensure that sharing only occurs where it is reasonably certain that academic divergence will not be a requirement in the foreseeable future.

### 3.2 Data Migration

<b>Product</b>	<b>Data Migration</b>	
<b>Product Description</b>	The management of the migration of data from the External System's legacy databases to SITS: Vision.	
<b>Activity Summary</b>	Identification of the data sources from which data will need to be migrated, commencement of a data mapping process and a specification of data cleansing requirements fro Enquiries and Admissions.	
<b>Owner</b>	Gary Preston	<b>Lead</b> Michael Suggate
<b>Stage Deliverables</b>	Data Source Inventory Draft Data Structure Mapping Specification fro Enquiries and Admissions Draft Data Cleansing Specification for Enquiries and Admissions Schedule of Work	
<b>Prerequisites</b>	Accessibility of data sources and availability of staff who administer them.	
<b>Dependencies</b>	The design and implementation of the data migration process will depend on the identification of data sources.  Timely turnaround of documentation for review by relevant heads of department, Project Board and USG as required.	
<b>Quality Assurance</b>	The inventory will be validated by EISA department heads. The data structure mappings will be reviewed by Tribal.	
<b>Monitoring and Reporting</b>	The activity lead will report on progress to the Project Manager at Project Team weekly meetings. In addition the activity lead will alert the Project Manager to potential Project Issues should they arise.  The Project Manager will submit a Highlight Report to the Executive on a bi-weekly basis. The Executive will submit Project Board a Highlight report to the Project Board on a monthly basis.	
<b>Tolerances</b>	<b>Time</b>	+ 4 weeks
	<b>Resource</b>	Up to 75% of the Lead; up to 50% of DBA; up to 25% of Assistant DBA
	<b>Cost</b>	Within current budget
	<b>Quality</b>	N/A
	<b>Scope</b>	Essential – all data sources identified and mapping definition is comprehensive.

<b>Task Breakdown</b>		
<b>Ref</b>	<b>Tasks</b>	<b>Schedule</b>
<b>3.2/1</b>	<p>Investigation of Data Sources by Department.</p> <p>This task will involve gathering information by department on all data repositories held and used in the course of administering the student lifecycle. This will include both electronic and hard copy repositories. Details to be recorded will include administrative purpose, software used, data types stored, maintenance methods (e.g. bulk upload, manual data input), size, historical scope and possible areas of duplication with other data sources.</p>	01 Nov 2008 to 15 Jan 2009
<b>3.2/2</b>	<p>Production of Data Source Inventory.</p> <p>Based on information gathered in Task 1, an inventory of the identified data sources will be developed. Besides compiling the details ascertained, the inventory will also highlight areas of duplication between different data sources.</p>	01 Nov 2008 to 31 Jan 2009
<b>3.2/3</b>	<p>Data Structure Mapping</p> <p>Based on the information gathered in Tasks 1 and 2 and Academic Structures definition a mapping between the data structures of the legacy systems and those of SITS:Vision will be developed. Initially this will focus on Enquiries data where migration is required before encompassing Admissions.</p>	01 Feb 2009 To 31 Mar 2009
<b>3.2/4</b>	<p>Data Cleansing Specification</p> <p>Based on the inventory of data sources developed in Tasks 1 and 2 an analysis of the data cleansing requirements for the migration of data will be developed. This will include the definition of the rules for automatic cleansing of data and the identification of exceptions from each specific data source. Areas where manual cleansing is require will also be identified. This will be an ongoing task as the requirements of each data source are addressed.</p>	01 Feb 2009 To 31 Mar 2009
<b>3.2/5</b>	<p>Schedule</p> <p>Based on the output from previous tasks a schedule of work will be developed covering planning, testing and migration of data necessary at various stages of the implementation.</p>	01 Feb 2009 To 31 Mar 2009

#### **Comments**

The inventory will be used as a basis for making decisions on scoping, timing and strategic options adopted for the overall data migration process. It will include all data repositories but focus particularly on those outside EARS, the principal student administration system, as that already benefits from comprehensive documentation.

A significant aspect this work will be connected with establishment of procedures for periodic migration of data while the various phases of the project are implemented.

Additionally the degree of manual data cleansing that is required will be critical to the practical periodicity of this process.

### 3.3 Enquiries

Product	Enquiries	
<b>Product Description</b>	To provide the University with a means to record and manage enquiries received from potential students and to ensure the External System can measure the impact of marketing activity on student enquiries.	
<b>Activity Summary</b>	Review current enquiries processes and start to identify how they might be optimised to enhance service quality and value for money.	
<b>Owner</b>	Gary Preston	<b>Lead</b> Robert Moody
<b>Stage Deliverables</b>	The requirements for implementing enquiries processes within SITS:Vision including any proposals for changes to enquiries processes with a view to raising overall quality of service and enhancing value for money.	
<b>Prerequisites</b>	Availability of relevant EISA managers for input into the associate business process analysis and review.	
<b>Dependencies</b>	Current contextual information from the initial considerations of the high-level BPR.  Timely turnaround of documentation for review by relevant heads of department, Project Board and USG as required.	
<b>Quality Assurance</b>	The relevant heads of department, Project Board and USG will review all associated requirements analysis and proposals for change.	
<b>Monitoring and Reporting</b>	The activity lead will report on progress to the Project Manager at Project Team weekly meetings. In addition the activity lead will alert the Project Manager to potential Project Issues should they arise.  The Project Manager will submit a Highlight Report to the Executive on a bi-weekly basis. The Executive will submit Project Board a Highlight report to the Project Board on a monthly basis.	
<b>Tolerances</b>	<i>Time</i>	+ 2 Weeks.
	<i>Resource</i>	Up to 75% of the Lead
	<i>Cost</i>	Within current budget
	<i>Quality</i>	N/A
	<i>Scope</i>	Essential – Head of Enquiries, Registry Services & Marketing  Desirable – Head of Admissions

<b>Task Breakdown</b>		
<b>Ref</b>	<b>Tasks</b>	<b>Schedule</b>
<b>3.3/1</b>	Business Process Review and Analysis Review and analyse current enquiries processes with Head of Enquiries, Registry Services and Marketing. Collectively agree any proposed changes to business processes. Update associated requirements in the System Requirements accordingly and develop proposal document.	01 Jan 2009 To 28 Feb 2009
<b>3.3/2</b>	Approval This task will execute the approval process for the Enquiries Business Process Review and Analysis. Reviewers will include relevant heads of department, Project Board and USG as required. The process will include any necessary revisions to the associated analysis and proposals for business process change.	01 Mar 2009 to 30 Apr 2009
<b>Comments</b>		
This will be the first Business Process Analysis and Review conducted for the SITS implementation and is expected to provide a benchmark for all subsequent similar activities.		

### 3.4 Applications

Product	Applications	
<b>Product Description</b>	The Admissions product will encompass the key elements of the applications and admissions process within the External System.	
<b>Activity Summary</b>	Commence the review of current admissions processes and start to identify how they might be optimised to enhance service quality and value for money.	
<b>Owner</b>	Gary Preston	<b>Lead</b> Robert Moody
<b>Stage Deliverables</b>	None	
<b>Prerequisites</b>	Availability of relevant EISA managers for input into the associate business process analysis and review.	
<b>Dependencies</b>	Current contextual information from the initial considerations of the high-level BPR.	
<b>Quality Assurance</b>	The relevant heads of department, Project Board and USG will review all associated requirements analysis and proposals for change.	
<b>Monitoring and Reporting</b>	<p>The activity lead will report on progress to the Project Manager at Project Team weekly meetings. In addition the activity lead will alert the Project Manager to potential Project Issues should they arise.</p> <p>The Project Manager will submit a Highlight Report to the Executive on a bi-weekly basis. The Executive will submit Project Board a Highlight report to the Project Board on a monthly basis.</p>	
<b>Tolerances</b>	<i>Time</i>	+ 2 Weeks.
	<i>Resource</i>	Up to 75% of the Lead
	<i>Cost</i>	Within current budget
	<i>Quality</i>	N/A
	<i>Scope</i>	Essential – Head of Admissions & Registry Services Desirable – Head of Enquiries & Marketing

<b>Task Breakdown</b>		
<b>Ref</b>	<b>Tasks</b>	<b>Schedule</b>
<b>3.4/1</b>	Business Process Review and Analysis  Review and analyse current application processes with head of Admissions and Registry Services. Collectively agree any proposed changes to business processes. Update associated requirements in the System Requirements accordingly and develop proposal document.	01 Mar 2009  to  31 May 2009

<b>Comments</b>
It is important to recognise that the proposals of the EUG have an impact in this area.

### 3.5 Finance and Fees

Product	Finance and Fees	
<b>Product Description</b>	The Finance product covers the implementation of the administrative processes for managing student fees from initial creation of a fee through to collection of outstanding fees.	
<b>Activity Summary</b>	Commence the review of current finance processes with respect to admissions and start to identify how they might be optimised to enhance service quality and value for money.	
<b>Owner</b>	Gary Preston	<b>Lead</b> Robert Moody
<b>Stage Deliverables</b>	None	
<b>Prerequisites</b>	Availability of relevant EISA managers for input into the associate business process analysis and review.	
<b>Dependencies</b>	Current contextual information from the initial considerations of the high-level BPR.	
<b>Quality Assurance</b>	The relevant heads of department, Project Board and USG will review all associated requirements analysis and proposals for change.	
<b>Monitoring and Reporting</b>	<p>The activity lead will report on progress to the Project Manager at Project Team weekly meetings. In addition the activity lead will alert the Project Manager to potential Project Issues should they arise.</p> <p>The Project Manager will submit a Highlight Report to the Executive on a bi-weekly basis. The Executive will submit Project Board a Highlight report to the Project Board on a monthly basis.</p>	
<b>Tolerances</b>	<i>Time</i>	+ 2 Weeks.
	<i>Resource</i>	Up to 75% of the Lead
	<i>Cost</i>	Within current budget
	<i>Quality</i>	N/A
	<i>Scope</i>	Essential – Head of Finance, Admissions & Registry Services

Task Breakdown		
Ref	Tasks	Schedule
3.5.1/1	Business Process Review and Analysis  Review and analyse current finance process with respect to admissions with Head of Finance, Admissions and Registry Services. Collectively agree any proposed changes to business processes. Update associated requirements in the System Requirements accordingly and develop proposal document.	01 Feb 2009  to  30 Apr 2009

### 3.6 Curriculum

Product	Curriculum	
<b>Product Description</b>	To designate what data the system will need to capture to define the curriculum rules from entry to award.	
<b>Activity Summary</b>	Commence the review of curriculum through a consideration of the associated module and assessment requirements. This will cover programme mark entry validation rules, marking schemes, award prediction, student progression rules and awards classification criteria.	
<b>Owner</b>	Gary Preston	<b>Lead</b> Tim Guha
<b>Stage Deliverables</b>	None	
<b>Prerequisites</b>	Tribal Consultancy for the Activity Lead. Availability of data on planned changes to existing academic structures and introduction of new programmes.	
<b>Dependencies</b>	Timely turnaround of documentation for review by relevant heads of department, Project Board and USG as required.	
<b>Quality Assurance</b>	The analysis will be validated by EISA department heads and will be reviewed by Tribal. The build of the final product will be subject to quality review as defined in the Project Quality Plan.	
<b>Monitoring and Reporting</b>	The activity lead will report on progress to the Project Manager at Project Team weekly meetings. In addition the activity lead will alert the Project Manager to potential Project Issues should they arise.  The Project Manager will submit a Highlight Report to the Executive on a bi-weekly basis. The Executive will submit Project Board a Highlight report to the Project Board on a monthly basis.	
<b>Tolerances</b>	<i>Time</i>	+ 2 weeks
	<i>Resource</i>	Up to 75% of Activity Lead
	<i>Cost</i>	Within current budget
	<i>Quality</i>	N/A
	<i>Scope</i>	All active study programmes included.

Task Breakdown		
Ref	Tasks	Schedule
3.6/1	Business Process Review and Analysis Review and analyse current module and assessment requirements with relevant heads of departments.	01 Mar 2009 To 31 May 2009

### 3.7 E-Vision

Product	E-Vision	
<b>Product Description</b>	Web based access to SITS:Vision	
<b>Activity Summary</b>	Commence the process of defining implementation requirements for the E-Vision product to enable web based access to one or more SITS:Vision products.	
<b>Owner</b>	Gary Preston	<b>Lead</b> Michael Suggate
<b>Stage Deliverables</b>	Training	
<b>Prerequisites</b>	Tribal Consultancy for the activity Lead.	
<b>Dependencies</b>	Current contextual information from the initial considerations of the high-level BPR.	
<b>Quality Assurance</b>	The relevant heads of department, Project Board and USG will review all associated requirements analysis and proposals for change.	
<b>Monitoring and Reporting</b>	<p>The activity lead will report on progress to the Project Manager at Project Team weekly meetings. In addition the activity lead will alert the Project Manager to potential Project Issues should they arise.</p> <p>The Project Manager will submit a Highlight Report to the Executive on a bi-weekly basis. The Executive will submit Project Board a Highlight report to the Project Board on a monthly basis.</p>	
<b>Tolerances</b>	<i>Time</i>	+ 2 weeks
	<i>Resource</i>	Up to 75% of Activity Lead
	<i>Cost</i>	Within current budget
	<i>Quality</i>	N/A
	<i>Scope</i>	Relevant heads of departments

Task Breakdown		
Ref	Tasks	Schedule
3.7/1	Training Training of technical staff in the development and configuration of E-Vision web applications.	01 Jan 2009 To 28 Feb 2009
3.7/2	Business Process Review and Analysis Review and analyse requirements for the use of web-based as opposed to client-server applications of SITS with the heads of relevant departments. Collectively agree any proposed changes to business processes. Update associated requirements in the System Requirements accordingly and develop proposal document.	01 Feb 2009 To 31 May 2009

## 4 Other Activities & Deliverables

### 4.1 Business Process Review

<b>Product</b>	<b>Organisational Business Process Review (BPR)</b>	
<b>Product Description</b>	Comprehensive review process required to ensure the best possible use is made of the SITS student life-cycle system.	
<b>Activity Summary</b>	Review current administrative, student lifecycle processes and start to identify how they might be optimised to enhance service quality and value for money.	
<b>Owner</b>	Craig O'Callaghan	<b>Lead</b> Robert Moody
<b>Output/ Deliverable within this Stage</b>	BPR First Phase Report	
<b>Prerequisites</b>	Availability of EISA managers for input into BPR and review of BPR findings	
<b>Dependencies</b>	This high-level BPR will provide the framework for the detailed BPRs which are scheduled for each product and which, in turn, will inform the detailed design of each product.	
<b>Quality Assurance</b>	The Director of Business Transformation will agree the BPR methodology and timescales with the Senior Management Team and also review and agree the subsequent findings with SMT	
<b>Monitoring &amp; reporting</b>	The Director of Business Transformation will review progress against tasks on a fortnightly basis.	
<b>Tolerances</b>	<b>Time</b>	Plus two weeks. This is high-priority task and the overall BPR needs to be completed on schedule in Mar 08
	<b>Resource</b>	Up to 80% of the Lead
	<b>Cost</b>	Within current budget
	<b>Quality</b>	n/a
	<b>Scope</b>	Essential - Student Services Desirable – CPQ and L&D

<b>Task Breakdown</b>		
<b>Ref</b>	<b>Tasks</b>	<b>Schedule</b>
4.1/1	Review existing documentation that describes business processes.  Existing documentation has been gathered and is currently being verified for currency.	01 Dec 2008
4.1/2	Review existing documentation that explores or proposes changes to current business processes.  This process has started but has been deferred as the 'high-level' BPR work package is the process of being restructured and reframed.	08 Dec 2008
4.1/3	Synthesise existing documentation that explores or proposes changes to current business processes.  This process has started but has been deferred as the 'high-level' BPR work package is the process of being restructured and reframed.	15 Dec 2008
4.1/4	Review synthesis with Acting Directors of Registry Services and Operational Services and agree schedule and methodology for high-level departmental BPRs.  This is likely to be replaced by agreement on a BPR Project Plan, subject to agreement by Director of Business Transformation.	22 Dec 2008
4.1/5	Produce schedule for high-level Business Process Review  This is likely to be replaced by agreement on a BPR Project Plan, subject to agreement by Director of Business Transformation.	31 Dec 2008
4.1/6	Produce BPR Project Plan.	01 Jan 2009 To 09 Feb 2009
4.1/7	Produce BPR First Phase Report.	09 Feb 2009 To 31 Mar 2009

<b>Comments</b>
-----------------

<p>This review is included here as the SITS project is dependent upon it and it will consume project resources. It is being carried out as part of the Business Transformation Project.</p>
---

## 4.2

## Management Reporting

Product	Additional Reporting Functionality		
<b>Activity Summary</b>	Plan in detail the procurement and deployment of additional reporting functionality		
<b>Owner</b>	Craig O'Callaghan	<b>Lead</b>	Robert Moody
<b>Output/ Deliverable within this Stage</b>	Reporting Services Procurement and Development Schedule		
<b>Prerequisites</b>	n/a		
<b>Dependencies</b>	The deployment of additional reporting functionality that draws data from SITS is dependent on the definition of the appropriate background tables within SITS itself. This will be reflected in the outline development schedule.		
<b>Quality Assurance</b>	The comprehensiveness and robustness of the Initial Reporting Services Procurement & Development Schedule will be evaluated by the Project Manager and the Deputy Project Manager.		
<b>Monitoring &amp; reporting</b>	The Director of Business Transformation will review progress against tasks on a fortnightly.		
<b>Tolerances</b>	<b>Time</b>	Plus four weeks. This is a medium priority task at this stage in the project.	
	<b>Resource</b>	Up to 10% of Lead	
	<b>Cost</b>	Within current budget	
	<b>Quality</b>	N/A	
	<b>Scope</b>	N/A	

Task Breakdown		
Ref	Tasks	Schedule
4.2/1	Produce outline case for investigating additional reporting functionality.	01 Dec 2008
4.2/2	Identify selection process team.	15 Dec 2008
4.2/3	Produce initial outline schedule for the procurement and development of additional reporting functionality.  The task list has been produced but timeframes have not yet been allocated.	31 Dec 2008
4.2/4	Produce detailed schedule for the procurement and development of additional reporting functionality.	01 Jan 2009 to 31 Mar 2009

Comments
This review is included here as the SITS project is dependent upon it and it will use

project resources. It is being carried out as part of the Business Transformation Project.