

CIS Programme of work 2014/15 (detailed plan)

Group	Activity	Detail	Priority	End Date	Deadline
ARM	NetCommunity Upgrade	Upgrade of NetCommunity to the latest version to avoid loss of support from supplier	A	Sep-2014	1-Oct-2015
ARM	Data Processing Agreement	Arrange DPA to enable supplier to have access to database backups for support	A	Sep-2014	1-Sep-2015
ARM	Raisers Edge Upgrade and migration to SQL 2012 Infrastructure	New features required by the Alumni Department, Improved compatibility with office 2013	A	Sep-2014	1-Sep-2015
SITS	SSO link to SITS eVision	To enable leavers to access their exam results in eVision after their UEA student account has been closed.	A	Sep-2014	1-Oct-2015
ARM	Raisers Edge System Issues	Long standing issues that require resolution including: Address Accelerator, removing duplicate records and removing cancelled and expired messages	B	Dec-2014	1-Dec-2015
Accommodation, Conferences and Catering	Kinetix Upgrade	Enable new functionality and allow for improved support from the supplier	A		
Accommodation, Conferences and Catering	Kinetix to SITS Interface changes	Reflect changes that have been made to both SITS and Kinetix system	A	1-Sep-2014	1-Sep-2015
Accommodation, Conferences and Catering	Implement web catering module	Estates have purchased the web catering module for Kinetix	B	1-Dec-2014	

Accommodation, Conferences and Catering	Implement Interface between catering module and finance system		B		
Accommodation, Conferences and Catering	Online booking page for Broadview Lodge	Implement module in Kinetix	B		
Accommodation, Conferences and Catering	Implement online booking and payments for UEA Conferences		B		
Accommodation, Conferences and Catering	Implement interface between the Kinetix conference module and SITS timetabling module	This is to prevent rooms from being double booked	B		
Print Services	Tharstens Upgrade	Current version of Tharstens is no longer supported by the supplier and is not compatible with SQL 2012	A	1-Oct-2014	1-Oct-2015
Estates	Concept Evolution Upgrade	Migration from Concept 500 which only has limited support from the supplier to Concept Evolution.	A+	1-Oct-2014	
Estates	Import of Annual Space Audit Data	This task supports the university's annual survey	C		
Estates	Time and Attendance Monitoring	Time and attendance monitoring for catering staff.	B		
Library Catalogue	Aleph Upgrade		A		
Library Catalogue	Aleph Test Server Refresh	Current servers require replacing	A		
Library	ePrints Server Refresh	Current servers require replacing	A		
Library Discovery Tools	Decommission Primo Servers		B		
Finance Project	ABW Upgrade	New functionality required by both Finance and REN	A		1-Apr-2015
Finance Project	Archive QLX Data	Provide a methodology for Finance and REN to access archived QLX data	B		1-Oct-2014
Finance Project	Decommission QLX Servers		B		1-Nov-2014

Finance Project	ABW Outstanding issues	Long standing issues including: Completing ABW/SAM interfaces, Interfaces Scripts for PGR bursaries, Load balance ABW web servers	B		
Human Resources Support	ResourceLink Upgrade - Sept 2014	Upgrade containing mandatory updates	A+	1-Oct-2014	1-Sep-2014
Human Resources Support	ResourceLink Upgrade - Jan 2015	Upgrade containing mandatory updates	A+		1-Jan-2015
Human Resources Support	ResourceLink Upgrade - Jun 2015	Upgrade containing mandatory updates	A+		1-Jun-2015
Human Resources Web Recruitment	Migrate Web Recruitment Pilot to Live		A	1-Nov-2014	1-Nov-2014
Human Resources Web Recruitment	MyView Upgrade and development	Enable staff to be able to update their personal details	A	1-Nov-2014	1-Dec-2014
Human Resources Leave Management	Implement Leave Management Module	As per request from HR and CISB	A+		1-Apr-2015
Web and Application Platform	Migration of Linux Tomcat and Apache Instances - SPOT	This will enable us to decommission unsupported hardware	B	1-Oct-2014	1-Dec-2014
Web and Application Platform	Migration of Linux Tomcat and Apache Instances - Car Parking	This will enable us to decommission unsupported hardware	B	1-Nov-2014	1-Dec-2014
Web and Application Platform	Migration of Linux Tomcat and Apache Instances - CRU	This will enable us to decommission unsupported hardware	B	1-Nov-2014	1-Sep-2014
Web and Application Platform	Migration of Linux Tomcat and Apache Instances - Wireless Provisioning Service	This will enable us to decommission unsupported hardware	A	1-Sep-2014	1-Sep-2014
Web and Application Platform	Load balance SOLR service	Improve the resilience of the Liferay indexing application required by the UEA website	A		1-Aug-2015

Web and Application Platform	Build Server to run CI for the Web Team	Service currently runs on unsupported server	B		
Web and Application Platform	Server Replacements for Windows Application Tier	Application tiers will be hosted on new hardware. Currently runs , SITS exe file share, Kinetics exe File share, Autocad License server, Thartens license server, Rota Horizon, Satori Mailroom server,	A		1-Jul-2015
Web and Application Platform	Upgrade Tomcat on all Test and Production Tomcat Instances	Ensure that all tomcat instances are running the latest stable and secure version	A	1-Nov-2014	
Web and Application Platform	Upgrade Apache on Test and Production Apache Instances	Ensure that all Apache instances are running the latest stable and secure version	A	1-Nov-2014	
Teaching Support Media Streaming	Implement Planet E-Stream	Complete the commissioning of the estream service, decommission Helix server	A	1-Oct-2014	1-Sep-2014
Teaching Support Moodle Support	Archive Moodle Data		B		1-Oct-2014
Teaching Support Moodle Support	Decommission Moodle servers		B		1-Nov-2014
REN Pure Project	ARCP to Pure Data Feeds	Complete new ARCP to Pure data feeds	A+	1-Oct-2014	1-Oct-2014
REN Pure Project	Pure Upgrade	New functionality, licensing model, support for REF 2020	A+	1-Nov-2014	1-Dec-2014
REN MYIP Support	MyIP Upgrade	New functionality, Current version not supported by supplier	A+		1-Nov-2014
REN Pure Project	MyIP to Pure Data Feeds	Develop interfaces between MYIP and Pure	B		1-Jan-2015
REN Pure Project	ePrints Replacement	Migrate eprints e-thesis data to PURE	A		1-Mar-2015

REN Pure Project	Pure Development to support Open Access to Data Sets		A+	1-May-2015	1-May-2015
REN Pure Project	Pure Development to support REF2020 Preparation		A+	1-Jun-2015	1-Jun-2015
Finance Project	Archive PMA Data		B		1-Oct-2014
Finance Project	Decommision PMA Servers		B		1-Apr-2015
Enterprise Reporting	Data Warehouse Development	Continued development to support instituional reporting	A	On-Going	
ISD	ISD Change Control Database	Current database does not work in Office 2013	B	1-Dec-2014	1-Sep-2014
ISD	ASA Training and Knowledge Transfer	Improve resilliience of services supported by this team	A	Ongoing	1-Jul-2015
Attendance Monitoring	Attendance Monitoring - Threshold Check		A		01/01/2014
Attendance Monitoring	Attendance Monitoring - Request leave		A		None
Attendance Monitoring	Attendance Monitoring - Auto-emails		A		01/01/2014
Attendance Monitoring	Attendance Monitoring - Auto-attendance monitoring		A		None
Attendance Monitoring	Attendance Monitoring - Reporting Improvements - most absence		A		None
Attendance Monitoring	Attendance Monitoring - Function to export reports to excel		B		None
Attendance Monitoring	Attendance Monitoring - Report for monitoring register completion		B		None
Attendance Monitoring	Attendance Monitoring - Change to Allow for MED cPanel system replacement		U		None
Attendance Monitoring	Attendance Monitoring - Adviser meeting flag		U		None
Medical School	Medical School - Learning Outcomes to timetables		A		None

Medical School	Medical School - Assessment record changes		A		None
Medical School	Medical School - Electronic Student File		U		None
Authentication for non-UEA users	Authentication for non-UEA users		A		None
e:Vision Developments	e:Vision Developments - Academic Working Group		A		None
e:Vision Developments	e:Vision Developments - LTS Reports		B		None
e:Vision Developments	e:Vision Developments - Extra PGT Access		A		None
e:Vision Developments	e:Vision Developments - Course Director Improvements		A		None
e:Vision Developments	e:Vision Developments - Joint Mailing Lists		A		None
e:Vision Developments	e:Vision Developments - PGR/PGT primary supervisors		B		None
e:Vision Developments	e:Vision Developments - Adaptive and Responsive Enhancements		A		None
Accessibility	Accessibility		B		None
Timetabling	Timetabling - BETA Implementation phase 3		A		01/07/2014
Timetabling	Timetabling - Cohort Management		B		None
Timetabling	Timetabling - Timetable Views		B		None
Timetabling	Timetabling - Ad Hoc Room Bookings		B		None
Timetabling	Timetabling - Non-module Events		B		None
Timetabling	Timetabling - management of PEEP students		A+		01/09/2014
Finance e:Vision Amendments	Finance e:Vision Amendments - Re-design		A		None
Finance e:Vision Amendments	Finance e:Vision Amendments - Library Fine Payment		B		None
Online Module Enrolment	Online Module Enrolment - General		A		None

Online Module Enrolment	Online Module Enrolment - Reserve Choices		C		None
Automation Changes	Automation Changes - Review & Further Amends		A		None
Automation Changes	Automation Changes - Suspension Work		U		01/07/2015
Online submission and marking	Online submission and marking - Reassessment Fees		A		01/07/2014
SAS Team improvements	SAS Team improvements - SAN and SVN		A+		None
SAS Team improvements	SAS Team improvements - Scripts		A		None
Student Financial Communication	Student Financial Communication - General		B		None
Student Financial Communication	Student Financial Communication - OFT debt letters		U		None
Hobsons Interface	Hobsons Interface - Summer School Deposits		A		01/12/2014
Hobsons Interface	Hobsons Interface - General Improvements		A		None
Hobsons Interface	Hobsons Interface - Agent Information - Phase 2		A		01/03/2014
PGR Meetings	PGR Meetings - Annual Progress Meetings Developments Phase 4		A		None
PGR Meetings	PGR Meetings - Annual Progress Meetings Developments Phase 5		U		None
PGR Meetings	PGR Meetings - Initial Meetings		U		None
PGR Meetings	PGR Meetings - Supervisory Meetings		A+		None
PGR Meetings	PGR Meetings - Probation Process and meetings		A+		01/05/2016
Finance Process Changes	Finance Process Changes - Accommodation		A		01/08/2014
Finance Process Changes	Finance Process Changes - Ad Hoc Payments		B		None

Finance Process Changes	Finance Process Changes - Daisy Printing change		A+		01/07/2014
Finance Process Changes	Finance Process Changes - Create new subsidiary company in SAM		U		None
Finance Process Changes	Finance Process Changes - Accommodation DD only		U		None
Finance Process Changes	Finance Process Changes - PGT reschedule debts		U		None
Key Information Set	Key Information Set - Enhancements		B		None
Extenuating Circumstances Boards	Extenuating Circumstances Boards		A		01/09/2014
Paperless Admissions	Paperless Admissions - Confirmation		B		01/06/2014
Paperless Admissions	Paperless Admissions - Clearing		B		01/06/2014
Paperless Admissions	Paperless Admissions - Reporting		A+		01/08/2014
Paperless Admissions	Paperless Admissions - Business Process Management Improvements		A		None
NSP and Bursaries	NSP and Bursaries		A+		01/07/2014
PGR Automated Processes	PGR Automated Processes		A		None
UCAS Link	UCAS Link		A		01/09/2014
Online Marks Changes	Online Marks Changes		A		None
Fund Manager	Fund Manager - Review		B		None
Fund Manager	Fund Manager - Transfer of student payroll payments to fund manager		U		01/09/2014
SAS Team Interfaces	SAS Team Interfaces - Blackboard Feed		A		01/12/2013
SAS Team Interfaces	SAS Team Interfaces - Blackboard Marks		B		None
SAS Team Interfaces	SAS Team Interfaces - Rogo Student Feed		A		01/12/2013
SAS Team Interfaces	SAS Team Interfaces - Rogo Learning Outcomes Feed		A		None

SAS Team Interfaces	SAS Team Interfaces - SU HEAR feed		U		none
Annual Student Rollover	Annual Student Rollover		B		01/07/2014
BC/DR	BC/DR - SAS Team Testing		A+		None
BC/DR	BC/DR - Service Area Plans		A+		None
PGR Pass Lists	PGR Pass Lists		B		None
HEAR Implementation	HEAR Implementation		A+		01/12/2013
Rogo Implementation	Rogo Implementation - Phase 2		A+		01/11/2014
Online Module Evaluation	Online Module Evaluation - Improvements to Taught Processes		U		None
Online Module Evaluation	Online Module Evaluation - PGR PPD Implementation		U		None
Online Module Evaluation	Online Module Evaluation - Allow for publishing of missed day		U		None
Adviser Meeting Recording	Adviser Meeting Recording		U		None
Accessibility and Exam Scheduling	Accessibility and Exam Scheduling		U		None
Third party card payments	Third party card payments		U		None
Student Award Predictor	Student Award Predictor		U		None
PPD Online Catalogue Enrolment	PPD Online Catalogue Enrolment		A		None
PGR Transcript	PGR Transcript		C		None
Automate ATR Process	Automate ATR Process		C (TBC)		None
Course Approval Re-design	Course Approval Re-design		C (TBC)		None
Re-calculation of Congregation Debts	Re-calculation of Congregation Debts		B (TBC)		None
Attendance Monitoring on PGR PPD	Attendance Monitoring on PGR PPD		C		None
Roll out of SMS Functionality	Roll out of SMS Functionality		C (TBC)		None

CSP Screen in e:Vision	CSP Screen in e:Vision		B (TBC)		None
Marks Processing in e:Vision	Marks Processing in e:Vision		B (TBC)		None
Improvements to DBS & OH Process	Improvements to DBS & OH Process		B (TBC)		None
MU1 & CU1 Templates	MU1 & CU1 Templates		B (TBC)		None
Addresses Improvements	Addresses Improvements - Address Bugs		A+		None
Addresses Improvements	Addresses Improvements - Address Improvements		B		None
Addresses Improvements	Addresses Improvements - Kinetics Applicant Feed		A		None
Module Outlines	Module Outlines		U		None
Workload modelling	Workload modelling		U		None
Create full internal testing plan for all major areas of functionality (from Reg proc issue (ISD-S08-59-0597))	Create full testing plan		U		None
Annual Processes	Academic Year End		A+		01/08/2015
Annual Processes	Acronym Changes		A+		01/08/2015
Annual Processes	Online Module Enrolment Setup		A+		13/03/2015
Annual Processes	Timetabling Rollover		A+		19/03/2015
Annual Processes	Clearing		A+		06/08/2015
Infrastructure	Server Work		A+		None
Software Upgrades	SITS Upgrades (2 @ 9 weeks each)		A+		30/11/2014 & 26/04/2015
Software Upgrades	Rogo Upgrades (2 @ 1 week each)		A+		30/11/2014

Annual Processes	Postgraduate Taught Online Module Enrolment Setup		A+		15/08/2015
Annual Processes	Registration		A+		06/08/2015
Annual Processes	Incremental Hobsons work (1 week per sprint)		A+		10/09/2015
Annual Processes	Security Audit		A+		28/02/2015
Annual Processes	Actions from Security Audit		A+		31/01/2015
Annual Processes	KIS annual work		A+		31/05/2015
Annual Processes	Course Catalogue Rollover		A+		30/04/2015
small web projects (university-wide, managed by DMT)	500+ backlog items as prioritised by DMT		B		
small web projects (university-wide, managed by DMT)	sort out URLs and remove lred		B	24/11/2014	
small web projects (university-wide, managed by DMT)	Campus map update		B	27/10/2014	
small web projects (university-wide, managed by DMT)	PC Availability update		B	10/10/2014	
small web projects (university-wide, managed by DMT)	ISD status update		B		
Liferay core functionality enhancements	Liferay Workflow		B	08/12/2014	
Liferay core functionality enhancements	Liferay search		B		
Improving stability and resilience	Review options for more comprehensive off-site down page.		B		
Improving stability and resilience	Improve Solr resilience		B		

Improving stability and resilience	Improve ability to diagnose production environment faults.		B		
Improving stability and resilience	Resolve remaining Liferay stability issues.		B		
Improve website performance	Reduce page load times		B		
Improve website performance	Investigate use of content delivery network		B		
Improve efficiency of supporting diverse needs in Liferay	Reducing customisations		B		
Improve efficiency of supporting diverse needs in Liferay	Knowledge transfer of advanced Liferay features (display templates)		B		
Improve efficiency of supporting diverse needs in Liferay	Work with Liferay to accept UEA enhancements into core,		B		
Improve efficiency of supporting diverse needs in Liferay	Regular patch/upgrade program,		B		
Improve efficiency of supporting diverse needs in Liferay	Consolidate microsite template work		B		
Improve efficiency of supporting diverse needs in Liferay	Improve outsourcing		B		
Improve efficiency of supporting diverse needs in Liferay	Increase involvement in Liferay community.		B		
Development quality	Continuous integration server,		B		
Development quality	Automated testing,		B		
Development quality	Code quality plugins		B		
Development quality	Improve load testing.		B		

Website Quality	Improve metrics + reporting to community.		B		
Website Quality	Enable SiteImprove to link directly to edit view of pages		B		
Website Quality	Expand SiteImprove coverage of all UEA property		B		
Web Support	Liferay service packs	(expect 6 during year, 2 weeks each)	A		
Web Support	Respond to Liferay stability issues		A		
Web Support	Website consultancy supporting DMT activity, support for themes		A		
Web Support	Support for Website recovery from UEA infrastructure failures, coding errors, deployment errors etc		A		
Web Support	Polopoly service packs – none		N/a		
Web Support	Blackboard support for feeds, theming, course roll over.		A		
Web Support	cPanel and non-CMS websites support		A		
IDM Support	SPOT support		A		
IDM Support	Open Athens and ADFS support		A		
Hosted Websites	Workup approach and policy for long-term provisioning and archiving websites	Funders are asking for websites to be kept for 10+ years	A		
	Security Audit (Liferay, Polopoly cPanel)		A+		
	Actions from Security Audit		A+		
Support	Course Catalogue Rollover (web-side)		A+		01/05/2015