

Notes of a DEMSIG Conference Call 15th January 2008

Present:- Terry Rose (TR), Tony Brown (AB), Derek Richings (DR), Will Pollard (WP), Esther Ridsdale (ER), Antony Aitken(AA)

Meeting Summary for Alan Clark

The objective of this conference call was to progress actions arising from the DemSig meeting held at CQI Headquarters on 6 December 2007.

The need for a top-level MoSO Project Plan was identified. The aim would be to put the activities carried out to-date into wider context and identify additional areas of work such as Marketing and Validation (the role of Project Manager had been identified during the DemSig meeting).

With respect to specifying requirements for the CQI website; Fabian Hiscock had generated a Systems Requirements document, and Antony Aitken and Terry Rose had produced a draft Sitemap. Both draft documents were reviewed and found to be of an acceptable format for review at the next DemSig meeting.

Through Tony Brown, the meeting strongly encouraged representations to the CQI in order to create a positive atmosphere and the widest possible support for the project.

Further detailed actions in respect of the MoSO graphic and other documents were discussed and minuted.

Meeting Minutes

1. On Project management, Carol Long would be invited by AA to contact Fabian Hiscock, TR, AB, DR to form a small sub-committee to meet and to complete Step 3 of Fabian's Systems Engineering Plan, to write up a Project Plan, indicating areas of the writing plan which are behind the timeline, taking into account the latest postings to Google.doc by all/Will Pollard, who has offered to oversee this latter process. (Please take into account Ester's notes – email 15/12/2007). DR offered to act as Carol's Deputy and Chaser!

(Carol Long is happy to continue as PM for the project – and is delighted that DR can help. She will contact Fabian Hiscock and the rest of the sub-committee and organise an early face to face meeting ASAP)

(Fabian Hiscock – who apologises for being unable to make the conference call – assures the team that, commitments allowing, he will continue to remain engaged and intends to seek support within QinetiQ for the CQI Programme)

Ultimate output to be the System Requirements for software/website work by CQI, supported by the TR Storyboard and Sitemap, as amended (NB TR to swap positions of the two 'Sustainability' Headings in the new central button). Intended timeline – Demsig 6th March Meeting – with authors chased before this meeting. (AA and Ray Charlton unable to attend).

Another Conference Call might be valuable early Feb.

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2. AB and Alan Clarke would continue to create a positive atmosphere for the project with Mike Debenham / Margaret Roney, offering a slide(s) explaining the principles, so that he might be able to use it in the intended CQI Meeting end Feb when it was hoped that the Demsig work would be on the CQI Agenda.
3. TB would circulate a 'Marketing Plan' – Done 15/1/08
4. AA would ask Malcolm Gall (?supported by Alan Mossman) to look at the 'Innovation' button, since Ray Charlton has said that he can no longer do that work.
5. Anyone responsible for writing and wishing to test what written work already exists in the CQI Body of Knowledge, due to be published end Feb, should contact AB, who has access to it. Intention to have hyperlinks to this existing Body of Knowledge.
6. AB to circulate his Draft Validation plan for comment and for suggested partners in the validation process. Particular need – Banking and Insurance.
7. All texts to Google.doc, which will become our central depository – either direct or through WP, who will send out a reminder of the process – and of the Demsig Website facility. Google .doc to be available for 6th march meeting. TR Spreadsheet, updated, to be placed on Google.doc.