

University of Cambridge

Planning and Resources Committee

Teaching Space Utilisation Working Group

Note of a meeting of the Group held on Monday 13 October 2014 in The Old Schools.

Present: Professor Young (in the Chair); Dr Cowley, Dr Edwards, Mr Edwards, Mr Norman Mr Peet and Mr Walston with Mr Wilson (Secretary).

AGENDA

1. Note of the sixth meeting

A note of the sixth meeting had been circulated. Actions were the subject of this meeting.

2. Room Booking Project - tender

The summary of requirements for the room booking system was circulated as TSUWG 10 with the draft tender document as TSUWG 11.

The summary of requirements was agreed. A number of detailed comments were made on the tender document which would be revised accordingly, and the Group noted the following:

- “Software as service” was not precluded.
- It would be expandable and would integrate with other systems
- Raven could provide internal authentication; JISC moonshot might be an alternative enabling external access
- The search options for bookable rooms should include locale and room identifiers should include aliases
- Repeat bookings should be intelligent, and enable (for example) bookings to be automatically limited to term time only.
- The discovery phase of the contract would allow for improvement of the specification and there must be full user engagement.
- Other institutions with recent experience had not yet been approached.
- About £50k was needed for project development and the cost of maintenance would be about £50k. Costs should be included in UIS projections.
- About eight tenders could be expected, reduced to a shortlist of about four serious contenders.
- 1 October 2016 was a realistic target for implementation, preceded by a pilot.

The Group agreed that a Project Manager should be appointed as soon as possible with a request for funding from the TDF. It was very desirable that the manager should have experience of Cambridge as well as IT project management. Tenders should not be invited until the manager had been appointed and given the opportunity to review the specification. Appointment should take about six weeks; the Group would be invited to review CVs.

Action (to shortlist project managers): Mr Edwards

3. Room Booking Project – project management

The ISC Project Governance Guidelines, first introduced by the ISSS, and published at: <http://www.uis.cam.ac.uk/isc/rules-and-guidelines/governance-updated-dec-2011.pdf/view> stipulated the composition of project boards.

The Group would provide some members to the Project Board.

Professor Young agreed to be chairman, as Senior Pro Vice-Chancellor, until July 2015. The role might then fall either to the new Senior PVC or the PVC for Education.

Senior Responsible Officer: Mr Walston

Project Manager: to be appointed – who would also have the role of change manager

Supplier Representative: Mr Edwards for the present

Senior User Representatives: a number of suggestions were made and the Secretary was asked to invite them. A more widely drawn user group would also be needed in due course.

Governance Representative: Mr Wilson, from the PRAO

The Project Board would remain in existence until the Project phase was completed and the system became a running service.

Members of the Board would form the panel to scrutinise the Tenders.

Action (to constitute the Project Board): Mr Wilson - done

4. Monitoring of room usage

The Group received a report (TSUWG 12) on the further development of the room usage monitoring system. The User Guide to the information provided by the monitoring was circulated as TSUWG 13.

Installation in new buildings was marginal at most but the cost of installation in the existing estate was not negligible. New installations should concentrate on gathering information to assist with planning major developments based on shared space and therefore focus on Engineering, Physics, Geography, Land Economy, Computer Science and the Forum.

Useful information on demand could be obtained by analysis of the lecture list and other timetables without the need for individual monitoring.

The list of all rooms in scope of the monitoring project would be circulated.

Action (circulate list): Mr Wilson - done

5. Next meeting

The Group would meet again in about 6-8 weeks.

Teaching Space Utilisation Working Group: contact details

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<http://www.admin.cam.ac.uk/offices/planning/building/teachingspaceutilisation/index.html>

PRAO
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