



IT STRATEGIC REVIEW TASK FORCE

SUMMARY OF MEETING ON AUGUST 27, 2020

BACKGROUND

The purpose of the IT Programme Strategy Review is to analyse the current IT situation, fully assess the associated capabilities and risks of the IT programme; and provide recommendations to the BE Board for next steps, including a short-, medium- and long-term strategy for the direction and level of further investment. These recommendations will be designed to help resolve the operational issues and ensure that any future spend on these IT systems is sensible, realistic and effective.

The first step in this work is to immediately and directly canvass organisers, entries secretaries, entries agents, riders, owners and scorers in an open and transparent way to establish the true situation with regard to the effectiveness of the software combined with the supporting functional processes and the training of users. This will be done through the use of targeted workstreams populated by people who are the direct end users of the systems involved.

The first meeting of the Task Force was held on August 27th. The following is a summary of that meeting.

DISCUSSION

1. Di Brunsden as Task Force Chair and Programme Manager welcomed members and highlighted the key Task Force principles:

- Openness and transparency
- Collaboration and forward-looking focus
- Using an “80-20” approach to make timely decisions with the best information then available
- Overseeing the work of the hands-on experts and end-users within identified workstreams established by the Task Force
- Action-oriented, milestone-driven
- Involving end-users in programme delivery at the earliest possible moment

2. She summarised work to date, including:

- Developing the proposed list of workstreams
- Establishing the initial workstream on Entries, Withdrawals and Substitutions as a pilot led by Elaine Tragett

- Identification of the next two workstreams as Timetabling and Balloting, and Financial Reconciliation

3. Elaine Tragett reported on initial work to set up the Entries, Withdrawals and Substitutions workstream, including:

- Identification and contact with all members
- Use of WhatsApp group and supplemental emails for communicating
- Refining spreadsheet models to lock down a template with optimal commonality for use by other workstreams to produce consistent reporting
- First meeting scheduled for w/c Aug 31

4. Wendy McGowan reported on the status of work to develop a Refund functionality within EARS, with Wendy Evans and Miranda Collett scheduled for review and sign-off during w/c Sept 7 before a wider testing by end users and a “go-live” date of Sept 28

DECISIONS

1. The proposed list of workstreams was approved, as was the choice of the next two workstreams

2. The Task Force approved a moratorium on any further development of the scoring app or sectioning and times functions within EARS until Task Force work is completed, subject to ensuring that support is provided for the Winter Series.

NEXT MEETING

Tuesday September 8th 2020

LIST OF TASK FORCE MEMBERS

Di Brunsdon (Chair and Programme Manager)

Jude Matthews

Wendy McGowan

Louise Jack

Debbie Pritchard

Olivia Szanja

Adam Cadman

Bev Cheshire

Usha Samra

Miranda Collett

Simon Bates

Martyn Johnson

Elaine Tragett

Rebecca Markillie

Michelle Maidment

Terry Miller (Secretariat)

LIST OF WORKSTREAMS

Entries, withdrawals and substitutions

Timetabling and Balloting

Sectioning and times

Financial Reconciliation

Membership and horse registrations

Stabling

Scoring

Reporting and general admin

Tactical architecture review

IT running cost analysis

IT change control