IPAS Requirement Gathering Project Group, 2015
Terms of Reference

Purpose and functions

IPAS Requirements Gathering Project Group is responsible for overseeing the overall direction of the Project.
It will provide functional and business expertise, review progress and agree actions to ensure the project moves forward. It will

- Advise on the strategic direction and implementation of the project
- Make decisions with regard to the delivery and quality of all elements included in the project scope
- Approve all major plans and authorise escalation of change from agreed plans
- Ensure effective decision making for
- - risks, issues and change
- - quality control and project assurance, including benefits validation
- Receive and review progress reports and submit reports to the governance structure
- Advise on communication and business change
- Provide input and insight to inform project documents and plans and ensure these meet business needs
- and interests of the users
- Be accountable for the success of project phase, taking ownership for delivery of its solution or output
- Consider and recommend strategies for the continuation and development of the project at the end of
- the requirements gathering phase.

Reporting
The Group will report in to the SES Programme Board, Terms of Reference at
http://www.leeds.ac.uk/student_education_service/programme_board.html

Membership
Mr Andrew Amies-King Business Analyst, SIMS
Miss Richander Birkinshaw, Faculty Education Services Manager, PVAC
Ms Sally Edwards, Business Project Manager (Strategy & Planning)
Mr David Gardner, Head of Learning Enhancement, Student Opportunity and Enhancement
Dr Barry Haynes, Head of Enterprise Architecture, ITS
Mrs Karen Innis, Head of Marketing
Mrs Heather Lee, Accreditation Manager LUBS
Ms Catherine Lorigan, Director of Student Operations
Ms Jenny Lyon, Head of Quality Assurance Team
Mr Andrew McKie, Senior Planning Office, Strategy & Planning
Dr Tessa Mobbs, Head of Programmes and Assessment
Mr Giles Moss, Director of Student Education, School of Media & Communication
Dr Jonathan Mound, Associate Professor and Exams Officer, Earth and Environment
Dr Christina Robinson, Head of PGR & Operations
Dr Mitch Waterman, Pro-Dean for Student Education, Faculty of Medicine and Health

Meeting frequency
Meetings will be scheduled every two weeks during the requirements gathering and definition phase. Once IPAS moves from the Definition phase into Design and Development, timing to be agreed, project Groups and governance responsibilities will be reviewed.