

<b>DIGITAL MAJOR PROJECTS AUTHORITY</b>	
Date of meeting:	28 <sup>th</sup> June 2019
Attendees:	Marie Perry, Mike Hoare, Richard Samuda, Toby Lewis, Kam Dhami, Rachel Barlow, Raffaella Goodby, Martin Sadler, Nicola Taylor, Siten Roy
Apologies:	Amanda Geary
Key points of discussion relevant to the Board:	<ul style="list-style-type: none"> <li>• Overall programme of readiness work and assurance at individual, team and Trust level for Unity</li> <li>• SBAF items discussed but assurance level deferred pending further work</li> </ul>
Positive highlights of note:	<ul style="list-style-type: none"> <li>• Lowest level of P1 outtages since monitoring formalised in 2018</li> <li>• Probable completion of work on Unity 14 technical readiness items</li> <li>• Initiation of single sign on work for Trust IT via tap on tap off technologies</li> </ul>
Matters of concern or key risks to escalate to the Board:	<ul style="list-style-type: none"> <li>• Slow uptake of super user training in readiness for Unity</li> <li>• Telephony outage and forward look on bleep system</li> </ul>
Matters presented for information or noting:	<ul style="list-style-type: none"> <li>• Good progress on basic training and start of competency self-assessment</li> </ul>
Decisions made:	<ul style="list-style-type: none"> <li>• Independent involvement in audit work on readiness self assessments</li> </ul>
Actions agreed:	<ul style="list-style-type: none"> <li>• Bring both cutover plan and support model to next meeting for review</li> <li>• Circulate RSM infrastructure audit before Trust Board meeting</li> </ul>

**Marie Perry**  
**Chair of the Digital Major Projects Authority**  
*For the meeting of the Trust Board scheduled for 4<sup>th</sup> July 2019*