

Work Task K

Minutes of the First Meeting, 13 Oct 2005

Work Task

Work Task Title	Long-Term Future Stating		
Work Task Overall Remit and Aims	<ul style="list-style-type: none"> ○ The overall remit of WT K is to develop a series of user scenarios intended to demonstrate the potential impact of the implemented ICT Strategy on the daily working lives of members of the collegiate University. The WT uses a methodology based on 'storytelling' and will create stories applicable to a wide range of roles within the University. The WT operates in two distinct phases. An initial phase will develop basic scenarios which may assist in WTs B (Ongoing Consultation) and D (ICT Requirements for Collegiate University). The second phase, based on the outcomes of WT D in particular, will further develop the scenarios for inclusion as an appendix within the final ICT Strategy report 		
Start Date	2005-10-04	(Anticipated) End Date	2006-02-27
Leader	Michael Fraser (MF)		
Members (Initials)	Paul Jeffreys (PWJ), David Popplewell (DP), Peter Robinson (PR), Nigel Rudgewick-Brown (NRB), Jeremy Worth (JW)		
Work Task URL	http://www.ict.ox.ac.uk/strategy/worktasks/k/		

Document

Document ID	SG-WT-K-04		
Document Title	Minutes of the First Meeting, 13 October		
Primary Author	Peter Robinson		
Date	2005-10-13		
URL	http://www.ict.ox.ac.uk/strategy/worktasks/k/SG-WT-K-04.pdf		
Status	Draft		
Access	<input checked="" type="checkbox"/> Internal use	<input type="checkbox"/> Public access	

Document History

Version	Date	Comments
0.8	2005-10-13	Draft minutes submitted by PR to MF
0.9	2005-10-16	Minor edits and conversion to OpenDocument/PDF

ICT Strategy Programme

First Meeting of Work Task K, 13 October 2005, OUCS, 2pm

Present: Michael Fraser (MF, Chair), Paul Jeffreys (PJ), David Popplewell (DP), Peter Robinson (PR), Nigel Rudgewick-Brown (NRB), Jeremy Worth (JW).

1. Welcome and Introduction

MF explained that to make the strategy work more relevant to the University members, some basic day to day scenarios and stories would be created from the final strategy work that would hopefully inspire people, make the IT strategy more understandable and relevant to their daily working lives.

ACTION: MF - Change the work task title to something with more obvious meaning.

ACTION: MF - Add human readable mission statement to the Work Task K section marked Description and Status. Suggest, "To devise basic scenarios that show what could be the day to day impact of the strategic plan on members of the collegiate University".

2. Membership and expertise

It was felt that it was best to keep the group membership as currently constituted which included a good coverage of expertise. It was agreed that members would consult with their associates to gain input into their profile work. All agreed that it was important that the scenarios and stories to be based on realistic situations.

3. Remit, timescale and dependencies for Work Task K

It was noted that there was an immediate need for Work Task B to have some simple user profiles of a range of members of the university. They need them as soon as possible to ground their initial consultations. Work Task B would inform Work Task D and this output would be the basis for the final work of Work Task K.

4. Developing user scenarios: process and practice

There was a long discussion on the range of users within the university, recognizing the differences across the divisions, within different research fields, and across the services. It was felt that there was a need for the initial profiles of typical users of IT to be done straight away and circulated to the relevant work tasks. This would be revisited later to incorporate the final findings of the other work tasks and be part of the outcomes of Work Task K.

The group members will use the circulated *Possible longer-term scenarios for stakeholders from the outcomes of a new ICT strategy (March 2005)* as a basis for developing realistic, broader and more detailed scenarios. For each user profile, it was important to outline the broad priorities of the user within the collegiate University; briefly summarise current ICT usage; add examples of ICT needs and frustrations; and end with statements relating to possible future use of ICT. The length of the initial profiles was expected to be around 2-3 paragraphs.

It was felt that some profiles, such as researcher and teacher, will need to be expanded into two or more versions to cover more accurately the broad range of IT users. The group members would liaise with their own contacts to inform this work.

The profiles were distributed as follows

- JW - Administrator

- DP - Undergraduate & Postgraduate
- NRB - IT officer
- PJ - Teacher
- PR - Fresher
- MF - Researchers 1,2,3 and remaining profiles

ACTION: ALL - Rewrite mini-profiles and resubmit to MF by 20th Oct.

ACTION: MF to talk to Alan Gay about Work Task B's needs.

ACTION: MF to copy edit the profiles and present to Work Task B.

5. AOB

There was none.

6. Date of next meeting

It was agreed that it would be more efficient to attempt to carry out the business of the Work Task via email or an online discussion forum in Weblearn.

ACTION: MF to establish working space for WT K in Weblearn.

PR, 13 Oct 2005