

Memo

To: Barbara Stewart, Student Lifecycle Project;
Julia Kerr, Procurement.

From: Amy Robinson, Data Protection and Freedom of Information Office

Cc: Janice McLellan, Registry;
Tom McAra, Procurement.

Date: 24 July 2012

Subject: FREEDOM OF INFORMATION REQUEST (FOI 2012/153-F0218558)

The following request was received by the FOI team on 18 July 2012 timed 11:04 hours and we would appreciate your assistance in providing a response. Please advise if you are aware of any member of staff (other than those listed above) who may have relevant information relating to the request below.

Should you envisage that a response to any individual question contained within this information request will take over 1 day's work i.e. 7 hours, please contact us before taking this request forward, as a fees notice may be applicable.

Due to the volume of requests received, please ensure the above FOI Reference number is quoted in your reply (i.e. FOI 2012/153 – F0218558).

Do not assume that the applicant has an intimate knowledge of your subject area. Please therefore ensure that the information that you provide is as clear and unambiguous as possible, with explanations for any acronyms provided.

Questions 1 and 2: Student lifecycle project
Question 3: Procurement

1. Please provide me with the membership list of the project board of the Student Lifecycle (MyCampus) Project, for each member please provide:

- a. position held within the University,**
- b. date of joining the project board,**
- c. the reason for being a member of the project board,**
- d. a short description of the role within the context of this project.**

2. Within the Organisational Structure of the Student Lifecycle

(MyCampus) Project I am interested to know:

- a. Who is responsible for ensuring that this project is completed within the budget and time?**
- b. Who is responsible for ensuring that this project delivers value for money?**
- c. Who is responsible for ensuring that the delivered system addresses the needs of the University?**
- d. Who is responsible for ensuring that the delivered system is technically sound?**
- e. Who has been responsible for the contract negotiations with the supplier of the system?**
- f. Who is responsible for the recruitment of external contractors?**
- g. Who has been responsible for various tendering exercises for this project?**

3. For each tendering exercise for this project please provide:

- a. a summary of the requirement(s),**
- b. a summary of the tendering process,**
- c. value,**
- d. the name of the successful supplier.**

If you have any concerns or issues about the information that is being requested it is essential that you contact xxx@xxx.xx.xx or call us on ext 2523 **immediately** so that all implications can be addressed.

The University is required to collate all relevant information to process this Freedom of Information request. This note is a formal request that you search your structured databases, catalogues, registration systems, customer service desk systems, email folders and other filing systems, to determine whether any information relating to the above is held and, if so, to supply the Data Protection and Freedom of Information Office with a copy of that information.

The Freedom of Information (Scotland) Act 2002 sets a time limit for the University to complete the processing of a Freedom of Information Request. A reply to the Data Protection and Freedom of Information Office (foi@gla.ac.uk) by 01 August 2012 is therefore requested.

Please ensure that this request is dealt with in the strictest confidence.