
SIT Advisory Group (SITAG) #1.2

Extraordinary

11 March 2024

Agenda

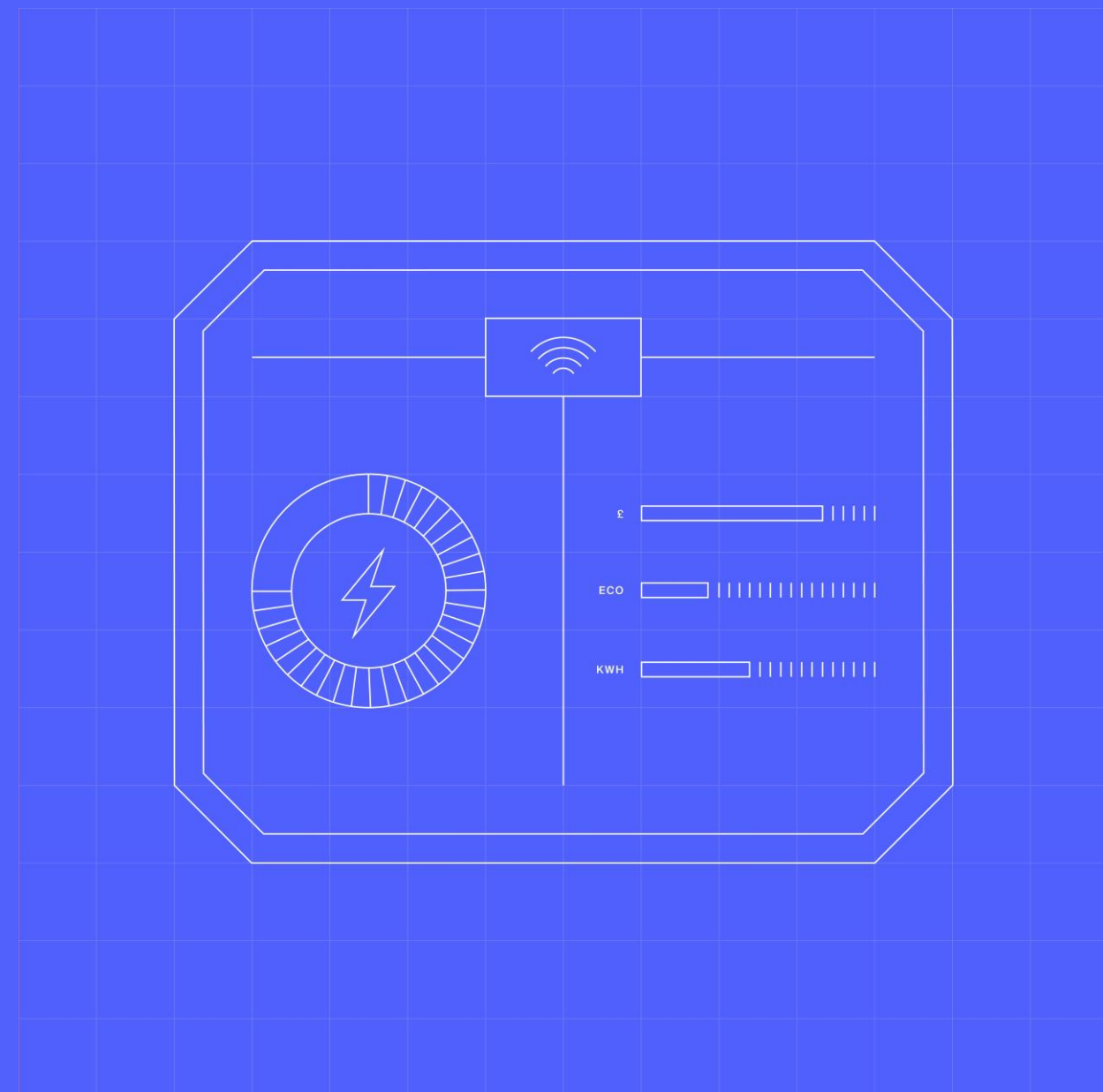
#	Item	Objective	Type	Lead	Time	Page
1	Welcome			Chair	11:00-11:05 <i>5 mins</i>	1
2	Recommendation on approval of milestone T2-TE-0600	Recommendation on approval of milestone T2-TE-0600 (SIT Component Integration Testing Test Completion Report Approved)	Decision	Programme (Lee Cox)	11:05-11:15 <i>10 mins</i>	3
3	Work-Off Plans	Overview of SIT Functional Preparation Complete milestone work-off plans and progress	Information	Programme (Lee Cox)	11:15-11:30 <i>15 mins</i>	6
4	T3 Milestones	Formal notification of completion of Tier 3 milestones relating to SIT Functional start and work-off items	Information	Programme (Adrian Page)	11:30-11:40 <i>10 mins</i>	9
5	Recommendation on approval of milestone T3-TE-0034	Recommendation on approval of milestone T3-TE-0034 (SIT Functional Testing Start)	Decision	Programme (Lee Cox & Keith Clark)	11:40-11:55 <i>15 mins</i>	12
6	Summary and Next Steps	Summarise decisions, actions, and next steps	Information	Secretariat	11:55-12:00 <i>5 mins</i>	17
	Attachments	Attachment 1 – MHHS-DEL2257 CIT SI Test Completion Report v0.6 [DRAFT] Attachment 2 – MHHS-DEL2266 SI Overarching SIT Functional Readiness Report v0.6 (DRAFT)				

Recommendation on approval of milestone T2-TE-0600

DECISION: Recommendation on approval of milestone T2-TE-0600 (SIT Component Integration Testing Test Completion Report Approved)

Programme (Lee Cox)

10 mins



Approval of milestone T2-TE-0600

- MHHS-DEL2257 SIT Component Integration Testing Test Completion Report v0.6, was issued to SITAG on 23 February 2024 alongside the meeting papers for the extraordinary SITAG on 01 March 2024 (see *Attachment 1*)
- The FTIG recommended approval of this report on 08 March 2024
- SITAG members are requested to review the draft report and provide any comments to Testing@mhhsprogramme.co.uk ahead of the eSITAG on 11 March 2024 where a decision on approval will be sought

Recommendation on T2-TE-0600

The SITAG are requested advise the SRO on whether T2-TE-0600 (SIT Component Integration Testing Test Completion Report Approved) should be approved.

DECISION [10]

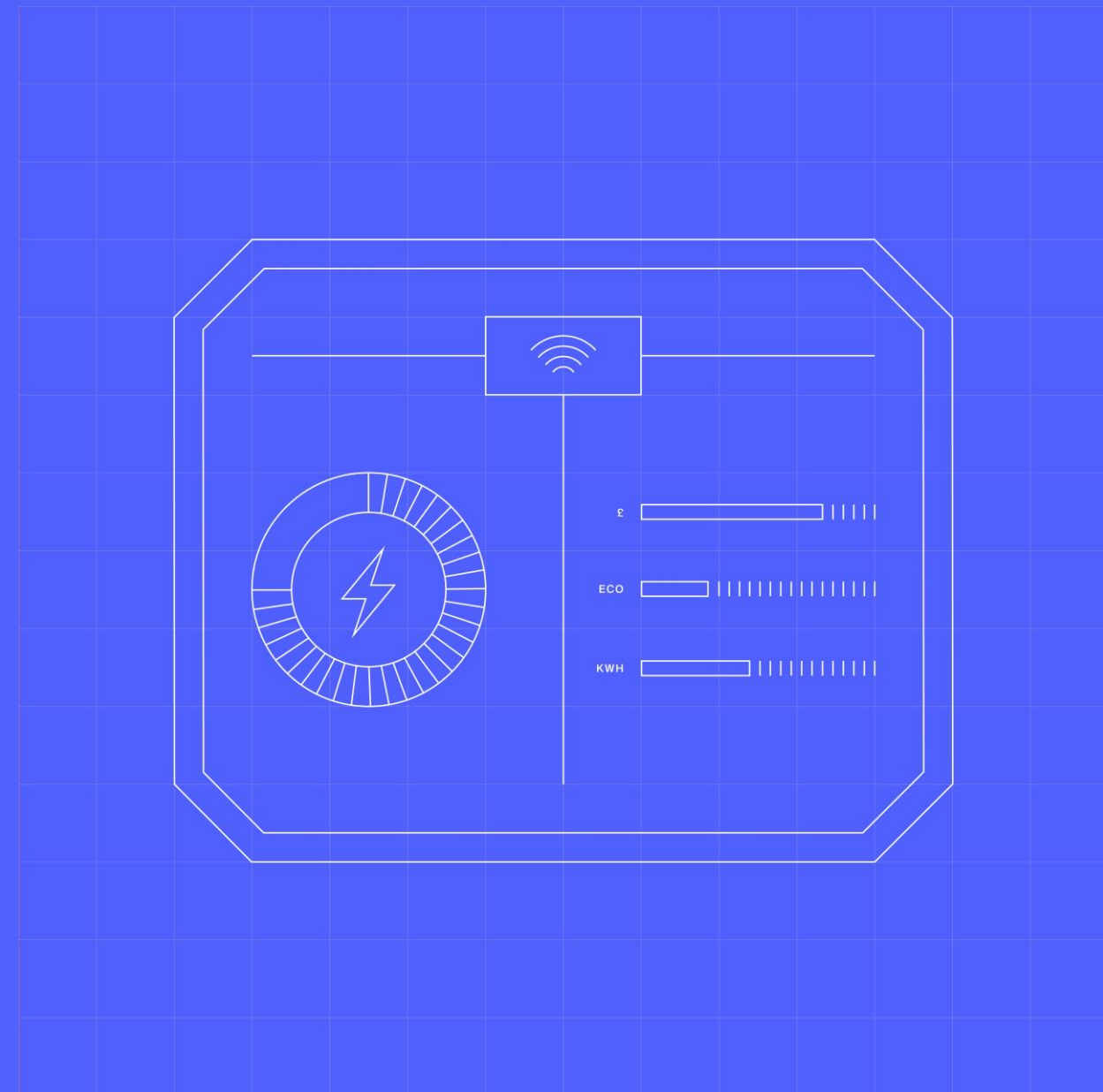
SRO to approve / reject completion of T2-TE-0600 (SIT Component Integration Testing Test Completion Report Approved)

Work-Off Plans

INFORMATION: Overview of SIT Functional Preparation
Complete milestone work-off plans and progress

Programme (Lee Cox)

20 mins



SIT Functional Cycle 1 Programme Readiness (as of 08-Mar-24 at 4pm)

Readiness Item	Forecast	Central PPs	Cohort A	Cohort B	Cohort C	Cohort E	Cohort F	Cohort G	Cohort H	Cohort J
SIT F PIT Approaches and Plans Complete	Complete	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided
SIT F PIT Requirements to Test Traceability Matrixes Complete	22-Feb	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided
SIT F PIT Test Scenarios Complete	28-Feb	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided	All Feedback provided
SIT F PIT Execution Complete	08-Mar	FTC 08-Mar	Complete	FTC 08-Mar	Complete	FTC 22-Mar	FTC 22-Mar	FTC 08-Mar	FTC 08-Mar	FTC 08-Mar
Final SIT F PIT Completion Report Complete	09-Feb	5/6 Received	Complete	2/5 Received	Complete	2/3 Received	2/3 Received	3/4 Received	1/4 Received	3/4 Received
PIT Completion Status	16-Feb	3/6 Complete	Complete	1/4 Complete	Complete	2/3 Complete	2/3 Complete	3/4 Complete	1/2 Complete	1/4 Complete
Transmit initial data sets to PPs	31-Jan									
Cycle 1 Test execution ordering published	09-Feb									
PP Issues CIT PP Test Completion Report	13-Feb	All Received	All Received	All Received	All Received	All Received	All Received	All Received	All Received	All Received
PP Issues SIT F Test Readiness Report	14-Feb	All Received	All Received	All Received	All Received	All Received	All Received	All Received	All Received	All Received
Participants have confirmed they have resources in place	14-Feb	All Confirmed	All Confirmed	All Confirmed	All Confirmed	All Confirmed	All Confirmed	All Confirmed	All Confirmed	All Confirmed
SIT F Teams Channels Set Up	13-Feb	All channels set up, PPs will be added when we have been notified of their named resources in the SIT Functional Readiness Reports								
PP SIT F Test Readiness Reports Assured by SI	16-Feb	PIT Work Off Noted		PIT Work Off Noted		PIT Work Off Noted	PIT Work Off Noted	PIT Work Off Noted	PIT Work Off Noted	PIT Work Off Noted
DITL Part 1 Sessions	21-Feb									
SI Issues Overarching CIT Completion Report	23-Feb	Report Issued								
SI Issues Overarching SITF Test Readiness Report	23-Feb	Report Issued								
Test Management Tool Users Set up	23-Feb									
Test MI has been set up	26-Feb	Test MI data model in place and reports based on sample data agreed with SRO. Reports generated from test cases now loaded in ADO to be quality checked on 11-Mar.								
Intra-Cohort, DTN & CSS Connectivity Completed (If Required)	01-Mar		1 PP Outstanding (FTC 08-Mar)	2 PPs Outstanding (FTC 08-Mar)						
MHHS code deployed to SIT PPs' environments	01-Mar	2 PP Outstanding (FTC 08-Mar)		1 PP Outstanding (FTC 08-Mar)		1 PP Outstanding (FTC 22-Mar)	1 PP Outstanding (FTC 22-Mar)			
PPs' confirmation that data is ready for SIT F	01-Mar	1 Outstanding (FTC 08-Mar)						1 PPs Outstanding (FTC 08-Mar)	1 PP Outstanding (FTC 08-Mar)	
Test and Defect Meetings Scheduled with PPs	07-Mar									
Day In The Life Sessions	07-Mar									
PP verifies that tests have been allocated correctly	08-Mar	3 PPs Outstanding (FTC 11-Mar)		1 PP Outstanding (FTC 11-Mar)						
Test Management Tool Training Complete	08-Mar									
Tests loaded in ADO	08-Mar									

Summary: Work-off Plans and T2-TE-0550 position (as of 08-Mar-24 at 4pm)

Milestone ID	Milestone Title	RAG	Status
T3-DB-0087	All SIT Functional PIT Completion Reports submitted to Programme for Assurance		<i>Approved 01-Mar eSITAG subject to work-off plans.</i> 28 of 36 reports received + 5 PPs completed and reports due in early w/c 11-Mar, and 3 will be provided later than 11-Mar by agreement with the programme. See also T3-DB-0142.
T3-DB-0142	All SIT Functional PIT Completion Reports MHHS Review Completed		<i>Approved 01-Mar eSITAG subject to work-off plans.</i> Reviews ongoing - 17 assured, 11 awaiting further updates and/or clarifications and 8 to be assured when received. Completion dictated by provision of remaining reports. See T3-DB-0087.
T3-TE-0103	SIT Functional Connectivity Proving Complete		<i>Approved 01-Mar eSITAG subject to work-off plans.</i> Remains in progress, 5 PPs outstanding – 2 due on 08-Mar after 5pm, and the other 3 due by PPs with a delayed SIT Functional start.
T3-TE-0079	Cycle 1 – PPs' confirmation that test data is ready for SIT Functional		<i>Approved 01-Mar eSITAG subject to work-off plans.</i> Remains in progress, 2 PPs completing for Monday 11-Mar.
T2-TE-0550	SIT Functional Testing Preparation Complete		<i>Approved 01-Mar eSITAG subject to work-off plans.</i> Approved based on SIT Functional Readiness report and subject to work-off plans to be progressed ahead of SIT start.

For SITAG to approve T2-TE-0550 (subject to work-off plans)

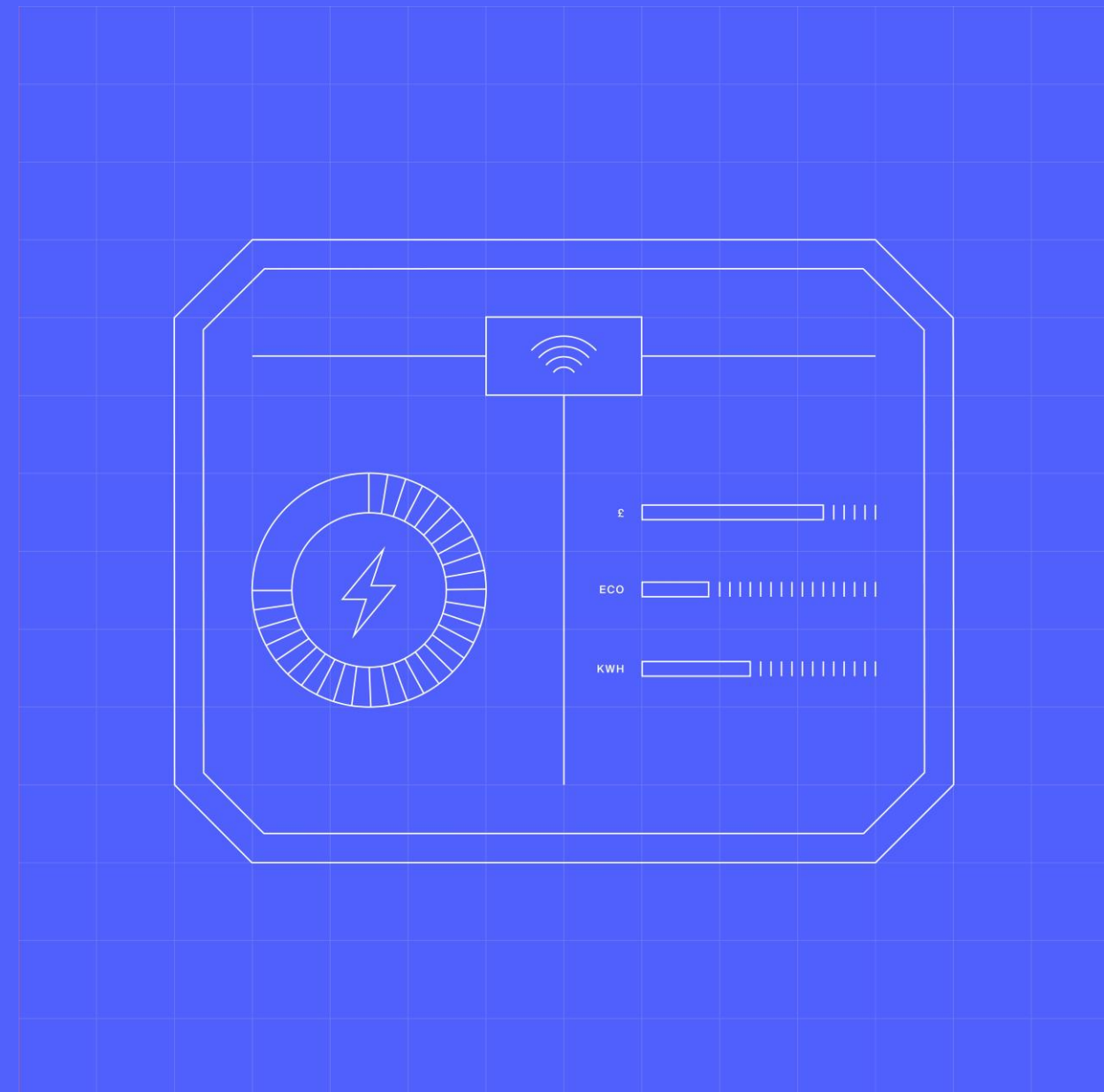
Milestone Criteria for SI and work-off plan specifics		Milestone Criteria for PPs and work-off plan specifics	
SIT Functional Approaches assured	<i>Complete</i>	All PIT artefacts submitted and reviewed	<i>All A&Ps, RTTMs and test scenarios received and assured. 28 of 36 reports received + 5 PPs completed and reports due in early w/c 11-Mar, and 3 will be provided later than 11-Mar by agreement with the programme</i>
Delivery plans assured	<i>Complete</i>	Environments in place	<i>Remains in progress, 5 PPs outstanding – 2 due on 08-Mar after 5pm, and the other 4 due by PPs with a delayed SIT Functional start.</i>
PPs' PIT assured (IR5)	<i>28 of 36 reports received + 5 PPs completed and reports due in early w/c 11-Mar, and 3 will be provided later than 11-Mar by agreement with the programme Reviews ongoing - 17 assured and 11 awaiting further updates and/or clarifications and 8 to be assured when received. Completion dictated by provision of remaining reports</i>	Test data in place	<i>Remains in progress, 2 PPs completing for Monday 11-Mar.</i>
Test tools in place / primed	<i>ADO in place and test scripts loaded and priority in place ready for testing 11-Mar. ADO training held.</i>	PKI certificates in place	<i>Complete</i>
FTIG recommendation	<i>FTIG recommended approval on 01-Mar-24</i>	Defect management understood	<i>Document has been uplifted and published on CB. Process socialised at DITL sessions and covered in ADO training</i>
Resources in place and trained on ways of working		<i>Cohort meetings conducted w/c 12-Feb & 19-Feb and final DITL sessions w/c 04-Mar LDP test team confirmed</i>	
Readiness forecast SIT Functional Cycle 2 is satisfactory		<i>Yes. SIT Func theme 8 test scenarios & test cases approved Feb SITAG</i>	
MVC (including coverage of pairing) is in place		<i>Confirmed</i>	

T3 Milestones

INFORMATION: Formal notification of completion of Tier 3 milestones relating to SIT Functional start and work-off items

Programme (Adrian Page)

10 mins



SITF Preparation: Milestones, statuses & work-off plans (as of 08-Mar-24 at 4pm)

Milestone ID	Milestone Title	Baseline Date	Forecast Date	Responsible	RAG	Commentary including any expected work-off
T3-DB-0089	SIT Functional PIT test scenarios submitted to Programme for assurance	Thu 07/12/23	Thu 07/12/23	PP		Complete (Approved 01-Mar SITAG).
T3-DB-0091	SIT Functional PIT RTTM submitted to Programme for assurance	Thu 07/12/23	Thu 07/12/23	PP		Complete (Approved 01-Mar SITAG).
T3-DB-0023	PP PIT Completion Report (excl. Migration/Reverse Migration) submitted to Programme for assurance CIT Interval 6	Fri 05/01/24	Fri 05/01/24	PP		Complete (Approved 01-Mar SITAG).
T3-DB-0180	All UMSO PIT (CIT interval 6) Completion Reports submitted to Programme for assurance	Fri 05/01/24	Fri 05/01/24	PP		Complete (Approved 01-Mar SITAG).
T3-DB-0141	All SIT Functional Test scenarios' MHHS Reviews Completed	Thu 18/01/24	Thu 18/01/24	SI Test		Complete (Approved 01-Mar SITAG).
T3-DB-0140	All SIT Functional RTTMs MHHS Reviews Completed	Thu 18/01/24	Thu 18/01/24	SI Test		Complete (Approved 01-Mar SITAG).
T3-DB-0181	All UMSO PIT (CIT interval 6) Completion Reports MHHS Review Completed	Fri 19/01/24	Fri 19/01/24	SI Test		Complete (Approved 01-Mar SITAG).
T3-DB-0087	All SIT Functional PIT Completion Reports submitted to Programme for Assurance	Fri 09/02/24	Fri 09/02/24	PP		Approved 01-Mar eSITAG subject to work-off plans. Propose that SITAG approves on 01-Mar subject to work-off plans. 28 of 36 reports received + 5 PPs completed and reports due in early w/c 11-Mar, and 3 will be provided later than 11-Mar by agreement with the programme. See also T3-DB-0142.
T3-DB-0179	All UMSO Test scenarios' MHHS Review Completed	Thu 30/11/23	Thu 20/02/24	SI Test		Complete (Approved 01-Mar SITAG).
T3-DB-0139	All SIT Functional Test approach and plans MHHS Reviews Completed	Thu 11/01/24	Wed 21/02/24	SI Test		Approved at SITAG on 21-Feb-24.

SITF Preparation: Milestones, statuses & work-off plans (as of 08-Mar-24 at 4pm)

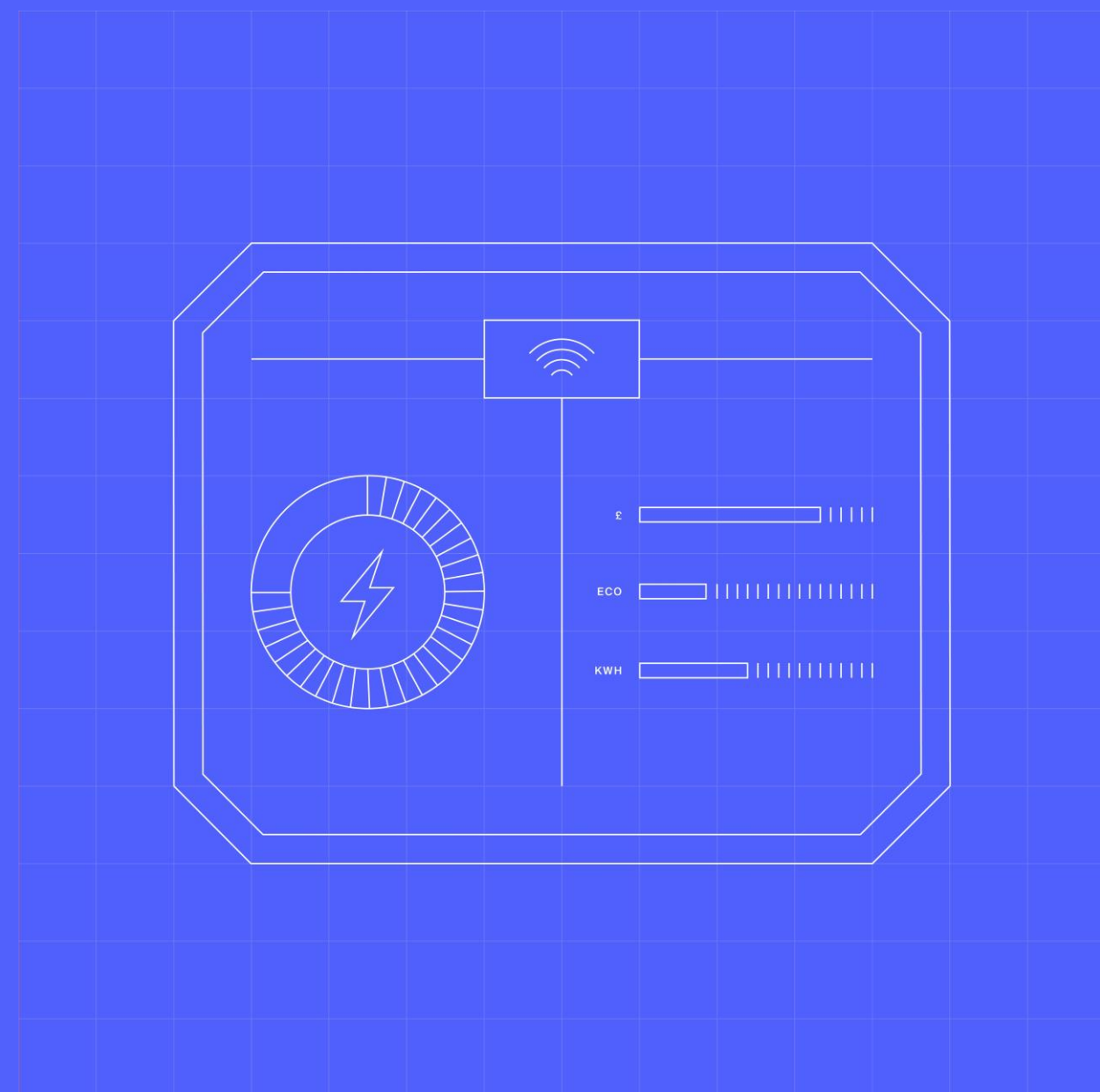
Milestone ID	Milestone Title	Baseline Date	Forecast Date	Responsible	RAG	Commentary including any expected work-off
T3-TE-0107	SIT Functional Testing Test scenarios (theme 8) approved	Wed 21/02/24	Wed 21/02/24	SI Test		Approved at SITAG 21-Feb-24.
T3-TE-0109	SIT Functional Testing Test cases (theme 8) approved	Wed 21/02/24	Wed 21/02/24	SI Test		Approved at SITAG 21-Feb-24.
T3-TE-0032	SIT Component Integration Testing End (including confirmation that PPs have submitted their Test Completion Reports to Programme for assurance)	Fri 23/02/24	Fri 23/02/24	SI Test		Complete (<i>Approved 01-Mar SITAG</i>).
T3-DB-0142	All SIT Functional PIT Completion Reports MHHS Review Completed	Fri 23/02/24	Fri 23/02/24	SI Test		<i>Approved 01-Mar eSITAG subject to work-off plans.</i> Reviews ongoing - 17 assured, 11 awaiting further updates and/or clarifications and 8 to be assured when received. Completion dictated by provision of remaining reports. See T3-DB-0087.
T3-TE-0103	SIT Functional Connectivity Proving Complete	Fri 01/03/24	Fri 01/03/24	SI Test		<i>Approved 01-Mar eSITAG subject to work-off plans.</i> Remains in progress, 5 PPs outstanding – 2 due on 08-Mar after 5pm, and the other 3 due by PPs with a delayed SIT Functional start.
T3-TE-0079	Cycle 1 – PPs' confirmation that test data is ready for SIT Functional	Fri 01/03/24	Fri 01/03/24	SI Test Data		<i>Approved 01-Mar eSITAG subject to work-off plans.</i> Remains in progress, 2 PPs completing for Monday 11-Mar.
T2-TE-0550	SIT Functional Testing Preparation Complete	Fri 01/03/24	Fri 01/03/24	SI Test		<i>Approved 01-Mar eSITAG subject to work-off plans.</i> Approved based on SIT Functional Readiness report and subject to work-off plans to be progressed ahead of SIT start.
T2-TE-0600	SIT Component Integration Testing Test Completion Report Approved	Fri 08/03/24	Mon 11/03/24	SI Test		<i>For approval at eSITAG on 11-Mar.</i> Included in eSITAG papers (published 23-Feb-24). FTIG recommendation on approval to be requested 08-Mar-24.
T3-TE-0034	SIT Functional Testing Start	Mon 11/03/24	Mon 11/03/24	SI Test		<i>For approval at eSITAG on 11-Mar.</i> FTIG to be asked to recommend SITAG approval on 11-Mar, dependent on previous T2-TE-0550 approval, satisfactory progression of any related work-off plans and the expected lack of any material blockers.

Recommendation on approval of milestone T3-TE-0034

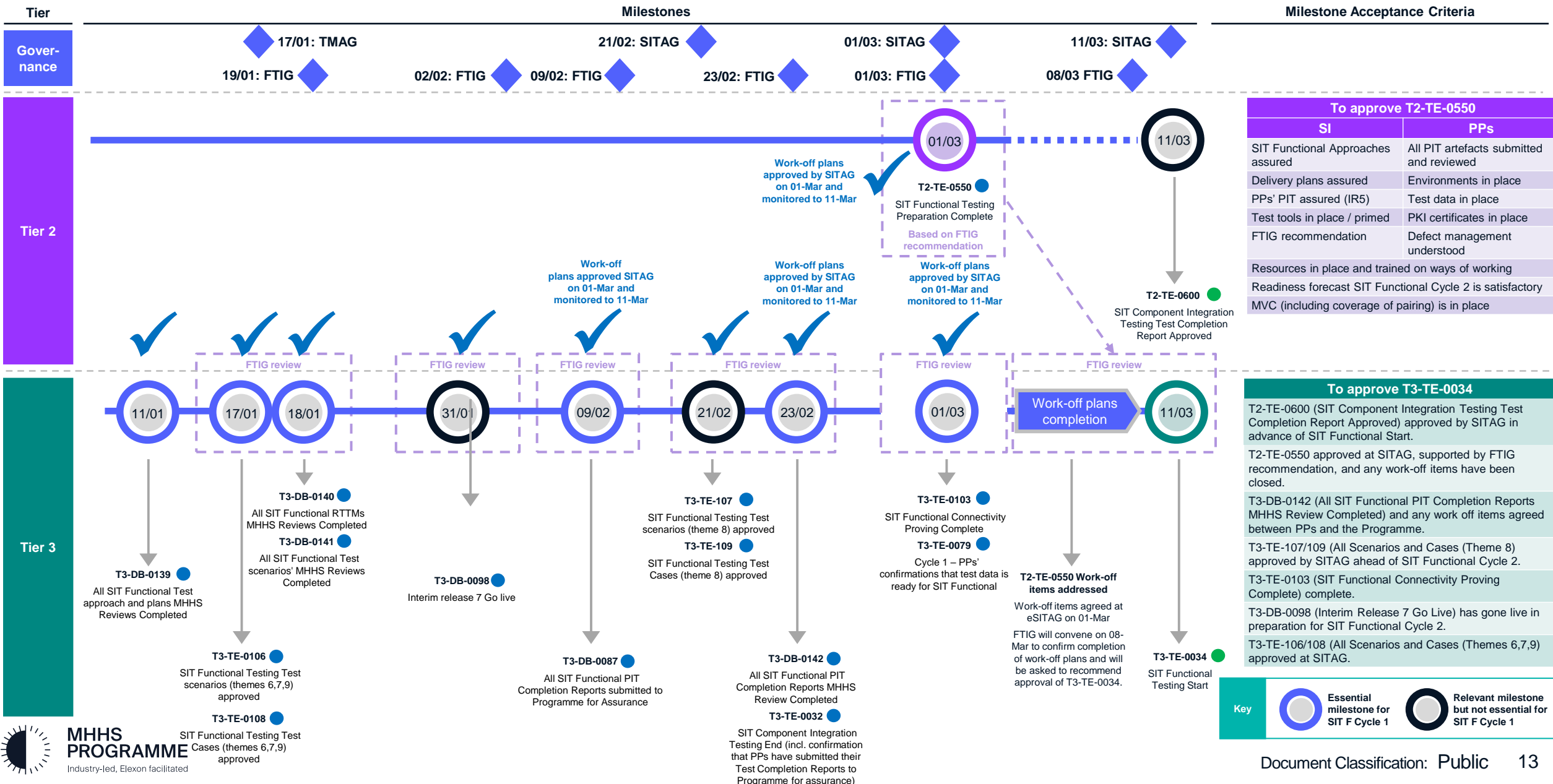
DECISION: Recommendation on approval of milestone T3-TE-0034 (SIT Functional Testing Start)

Programme (Lee Cox & Keith Clark)

20 mins



Overview of SIT Functional Decision Choreography and Recommended Decision-Making Progression



Summary: T3-TE-0034 Position

To Approve T3-TE-0034	
Milestones and Criteria	Comments
T2-TE-0600 (SIT Component Integration Testing Test Completion Report Approved) approved by SITAG in advance of SIT Functional Start.	<i>Decision on approval to be made at eSITAG on 11 March 2024. FTIG to provide recommendation on whether report should be approved by SITAG.</i>
T2-TE-0550 (SIT Functional Testing Preparation Complete) approved at SITAG, supported by FTIG recommendation, and any work-off items have been closed.	<i>Complete – approved by SITAG on 01 March 2024, subject to work-off plan (see ‘Summary: Work-off Plans and T2-TE-0550 position’ above)</i>
T3-DB-0142 (All SIT Functional PIT Completion Reports MHHS Review Completed) and any work-off items agreed between PPs and the Programme.	<i>Complete subject to any outstanding work-off items (see ‘Summary: Work-off Plans and T2-TE-0550 position’ above)</i>
T3-TE-0107 / 0109 (All Scenarios and Cases (Theme 8) approved by SITAG ahead of SIT Functional Cycle 2.	<i>Complete – approved at SITAG on 21 February 2024</i>
T3-TE-0103 (SIT Functional Connectivity Proving Complete) complete.	<i>Complete subject to any outstanding work-off items (see ‘Summary: Work-off Plans and T2-TE-0550 position’ above)</i>
T3-DB-0098 (Interim Release 7 Go Live) has gone live in preparation for SIT Functional Cycle 2.	<i>Complete – IR7 published 31 January 2024</i>
T3-TE-0106 / 0108 (All Scenarios and Cases (Themes 6,7,9) approved at SITAG.	<i>Complete – approved at TMAG on 17 January 2024</i>

T3-TE-0034 SIT Functional Testing Start (11/03)

Based on our assurance activities, **we support the decision to pass the milestone for SIT Functional Testing Start.** The Programme is behind where they had originally planned as not all participants have completed all SIT F preparation. Whilst this increases risk in the early stages of SIT F, sufficient progress has been made against the work-off plan to allow SIT testing to start and plans are in place to ensure remaining cohorts are able to catch up. The way SIT F is structured provides flexibility, meaning progress can still be made in a cohort even if all members are not ready on March 11. We have made 17 recommendations to support successful start and progress through SIT F. However, these are not critical to the start of SIT F.

Key forward looking risks for SIT Functional

- **Risk of high defect levels at the start of SIT F and complexity of defect management:** Defect levels will likely be high at the start of SIT F (secondary routing testing by participants, simultaneous testing of multiple areas). The defect management process will be complex due to the involvement of multiple core capability providers. High defect levels and complexity could cause delays to test execution and erode confidence. **Key recommendation:** *Ensure expected test pass trajectory is clearly communicated, is conservative and that defects are effectively managed.*
- **SIT F Coordination:** SIT F is a complex test phase and all parties will need to work effectively with a high-level of coordination. The LDP has and is in the progress of communicating detailed guidance and information to participants. This includes details about test management, roles and responsibilities, cohort best practice and activity assumptions. This should enable cohorts to plan their testing activity and provide clarity on expectations, especially for participants in cohorts without established relationships. There is a risk that, despite the work undertaken, there will be initial uncertainty as to how day-to-day test operations will need to run and this could lead to delays. **Key recommendation:** *Ensure Day In The Life sessions run as planned, that there is a process in place to learn lessons and adapt the approach accordingly.*

We have shared **17 recommendations** with the Programme/Central Parties to address these risks and these are in the process of being addressed.

IPA Assurance approach

- We have held 15 assurance sessions including multiple with the SI, Core Capability Providers, full cohort and individual participants.
- We met on a weekly basis with Programme to feed back risks and recommendations as they emerged.

Recommendations update - 17 actions agreed

Closed	In Progress	Open
5	10	2

Recommendation on T3-TE-0034

The SITAG are requested advise the SRO on whether T3-TE-0034 (SIT Functional Testing Start) should be approved.

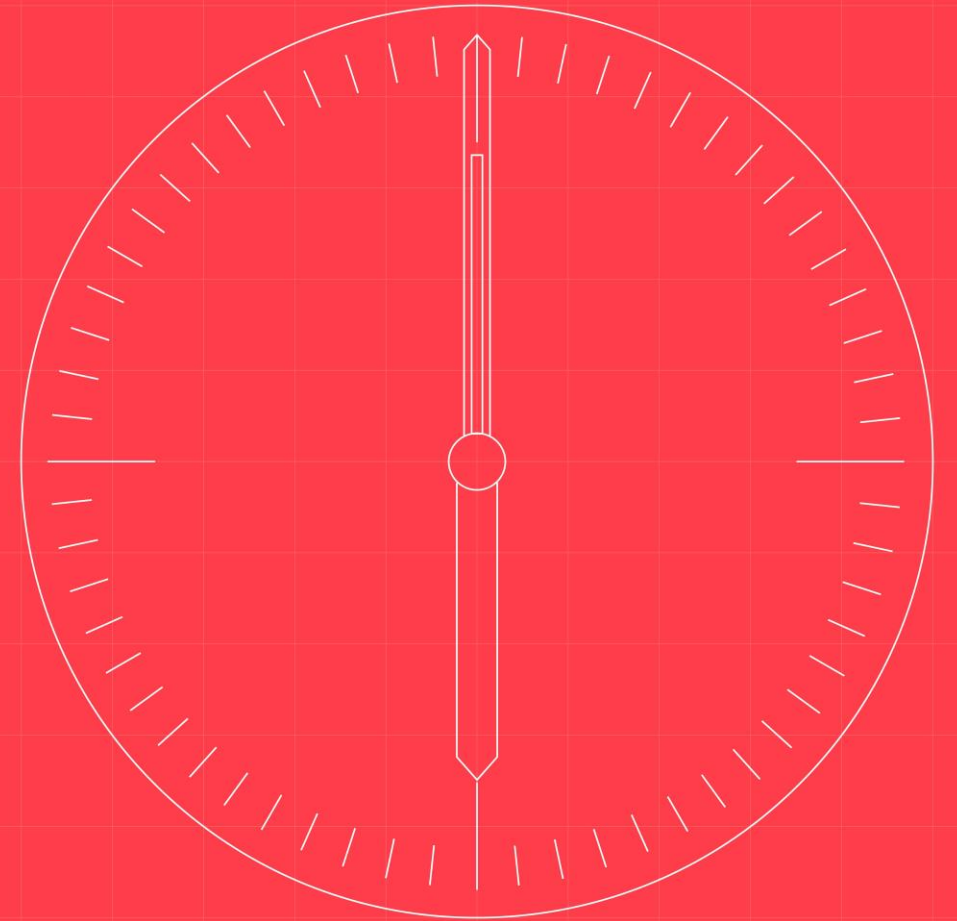
DECISION [11]	SRO to approve / reject completion of T3-TE-0034 (SIT Functional Testing Start)
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Summary and Next Steps

INFORMATION: Summarise decisions, actions, and next steps

Chair & Secretariat

5 mins



Summary and Next Steps

Next steps:

- Confirm decisions and actions from meeting
- Date of next SITAG: **20 March 2024 at 10am**
- Please send any testing queries or requests for support to Testing@mhhsprogramme.co.uk