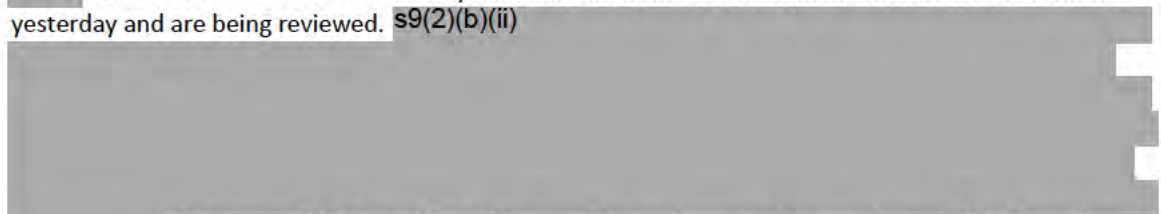




BCU Project Steering Group Meeting Minutes

Date & Time	Tuesday 17 May 2022, 11.30am-12.30pm
Location	Meeting held online via Teams
Agenda	Agenda
Members	Stephen Dunstan (Chair), s9(2)(a)
Attendees	s9(2)(a) [Redacted]
Apologies	s9(2)(a)
Documents	Previous minutes of 03 April 2022

1. Project update and briefing ahead of NEC participation
2. s9(2)(a) confirmed the End-to-End Delivery Schedule and IDme SDD documents were received from NEC yesterday and are being reviewed. s9(2)(b)(ii)



A separate offline session to discuss a changed approach to accelerate SDD closure has been proposed and will be actioned.

3. NEC attendance 11:39am, s9(2)(a) y
 - s9(2)(a) introduced s9(2)(a) who joined last Tuesday as PM leading the NEC implementation, documentation and training stream, working very closely with s9(2)(a). Six of the NEC team came down to MBIE and met with s9(2)(a) this week, including s9(2)(a) support stream, s9(2)(a) QA and testing stream, and s9(2)(a) who provides the NEC reports.
 - Stephen asked for an update on the delivery status from s9(2)(a). s9(2)(a) advised M2 is in test and progressing well. Doing quick drops into test as scripts are developed. s9(2)(a) has taken s9(2)(a) through the NEC test approach. The NECAM team are focusing on the functionality side of system testing. Rob stated the NEC team (NZ and NECAM) are communicating well and the process is working. A second additional tester has joined NEC and met with some of the MBIE Test team yesterday.
 - The solution showcase scheduled for the week of 6th June was discussed as an important checkpoint for MBIE to gain a first view of the actual solution and provide a level of confidence regarding the solution's fit with our requirements. s9(2)(a) will provide list of priority focus areas that NEC will include in the showcase. It was mentioned further showcases would be arranged as further capability became available.
 - The updated end-to-end schedule was delivered to s9(2)(a) yesterday. Some assumptions have been made including a proposal to take advantage of the six-week data load, to continue QA/ testing work

and any bugs resolution, and then do an update once the data is loaded. The viability of this will need to be discussed further off-line.

- The updated IDme SDD with P1 and P2 areas addressed was provided to MBIE yesterday. NEC are now working on P3, P4 and P5. s9(2)(a) (NEC) is going through the document to improve its flow, while others continue work on the content.
- There is an important NEC session tomorrow to work on reporting and how we get the data for the reporting. Once that is done, NEC will have a clear idea if additional development overhead is needed. MBIE will be advised of the outcome of that meeting, and what steps are being taken to mitigate development impacts, if any.
- Definition and agreement of the Maintenance Model is progressing. From a Support point of view, s9(2)(a) has the MBIE internal team reviewing the draft document that s9(2)(a) prepared. We will then get together and work through some of the document assumptions and process flows, service levels etc.
- s9(2)(a) reported he was feeling good about the team locally, feeling good about the M2 testing and managing the other risks on an ongoing basis.
- s9(2)(a) raised NECAM performance and are they aligning as expected around delivery. S said yes, they are getting great support from the NECAM team e.g., commitment was to get updated SDD due on Friday and they worked through their Saturday to get it through to MBIE on Monday.
- s9(2)(a) raised the documents sent through this week. He confirmed MBIE are reviewing the end-to-end schedule and have distributed the IDme SDD to the team. Initial feedback on the SDD is aligned with s9(2)(a) previous comments re: document flow. s9(2)(b)(ii)

s9(2)(a) An action was taken to discuss options to get this moving quicker. s9(2)(a) to set something up for tomorrow including Rob so he can understand the dynamics of the situation. s9(2)(b)(ii)

- s9(2)(a) also asked about the timing for the reporting design and the burn-down graphs. NEC were asked to provide a quick overview of what the new information (graphs) being presented in the governance reporting is providing to MBIE.
- s9(2)(a) advised the burn-down graphs/ reporting is broken down into four sprints ie. each milestone. s9(2)(a) provided an overview and answered some queries from the group. He explained bug trending reporting is cumulative, and Robyn advised data representation is difficult to read. Bug trending includes both Milestone 1 and Milestone 2 as workflows (M1) are dependent on Reveal (M2). Currently reporting is showing 75 open bugs from M1 and M2
- s9(2)(b)(ii)
- S asked about the status of the development and if we are on track for SIT entry. s9(2)(a) said at this stage it's very hard to measure as they're running different development streams. s9(2)(a) s9(2)(a) took an action to talk to s9(2)(a) to provide a predicted burn down chart and see if this can be displayed differently. s9(2)(a) said at a fundamental level that's what MBIE needs to get assurance of getting into SIT on the due date.
- s9(2)(a) asked for the criticality of the 75 bugs being reported. s9(2)(a) said the aim is to have all the critical and high-risk defects closed. Robyn asked if we have agreed criticality and can NEC provide visibility of these. s9(2)(a) confirmed the week before we go into SIT, he planned to provide a view of all defects and work with MBIE as to whether they will be accepted prior to SIT entry. s9(2)(a) wants active engagement and said the week before is too late for this visibility. NEC now have in place weekly testing team meetings with MBIE. It was stated categorisation of defects must be according to MBIE's assessment of business priority. Robyn summarised that both teams need to be clear on categorisation of defects and what's being worked on with what priority. Stephen said MBIE will categorise Severity 1 and 2 defects which must be fixed, and that lower severity defects, in particular level 3 defects will need MBIE review as well.
- s9(2)(a) asked what NEC's confidence in meeting the end of August 2022 SIT entry date is. s9(2)(a) confidence is high, and while he is concerned about the feedback on the SDD, he thinks we're tracking well

- **Action** arrange SDD next steps discussion
Action Provide burn-down reporting that is easier to read and includes the cadence on how quickly these are being resolved and provide a burn-down view on SIT delivery progress against plan. [REDACTED] left the meeting at 12.07pm [REDACTED] left the meeting at 12.00pm)

4. Post NEC Progress Update Discussion

- Previous Minutes from last meeting accepted
- Actions reviewed and updated
- Still waiting on cost relief confirmation response from NEC – they have confirmed they have everything they need to progress the internal review of that response.
- s9(2)(b)(ii) [REDACTED]
- Maintenance fee and agreement is bundled with the cost relief. Waiting for s9(2)(a) NEC to respond. Nothing outstanding from MBIE at this stage.
- Project update provided:
 - Doing replanning, reforecast memo and design closeout. Reporting design is still outstanding and raised by NEC as a risk for them, as they are concerned about impact this may have on their delivery schedule. Stephen confirmed reporting out-of-the-box functionality needs to be our starting point. s9(2)(a) highlighted that engagement with EDW team needs to be early, particularly if NEC is a new data source for EDW. s9(2)(a) confirmed some engagement has occurred, with dependency on what NEC can provide vs what EDW would provide.
 - Have lost a couple of team resources that haven't been replaced to keep the project burn rate down. Have a few contracts coming due, quite a few over the next coming months which will be worked through. s9(2)(a) doesn't want to lose key resources, with contract delays and competitive market. s9(2)(a) noted that other people are starting to leave with the borders being open. s9(2)(a) responded that he is across this and working to ensure the resource risk is managed.
 - InTech are deploying into SIT environment at the end of this month.
 - Early data migrations with DXC and Datacom are continuing. S 9(2) queried any performance impact on systems with these running as borders are opening and volumes increasing. s9(2)(a) confirmed these are running as slow processes in the background to ensure there is no performance impact.
 - IPE fingerprint scanners have been received from NEC and are being tested by the business.
 - IPE Designs are still in progress.
 - SIT Infrastructure has been built. UAT design has been drafted, but build won't commence until we have deployed into SIT, to ensure any learnings are captured.
- s9(2)(a) advised an update on changes to internal charging for projects would be issued by DDI shortly. These changes will potentially impact project costings for resources that weren't previously charged for, e.g. deployment resources, cloud architects etc.
- Refugee selection missions are resuming. Need to ensure engagement with business for any changes in IPE hardware and kit.

The meeting ended at 12:26pm

5. Open Actions – NEC

AP#	Date	Action	Owner	Update/Comments
AP#154	08/03	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway. NEC couldn't provide a date for when this will be provided to MBIE, but this will be followed up and provided to MBIE by s9(2)(a) along with an update on progress in tracking back to the requirements.	s9(2)(a)	17/05: Schedule received from NEC. To monitor as not yet reviewed by MBIE 03/05: The NEC end-to-end schedule is yet to be received. NEC committed to providing this by CoP 3 May (as at the date of minutes being finalised, 9 May 2022 this was still yet to arrive from NEC). 07/04 not complete enough. Further updated version to be provided today. 07/04: Revised schedule for review received today from NEC. 22/3: s9(2)(a) to expedite the sessions on the end-to-end schedule with the MBIE team as it is a dependency. By end of this week s9(2)(a) will update MBIE on a date for this if this can be sooner than 12 April. 08/03: Opened.
AP#138	19/10	Include burn down view of progress to SIT entry milestone in status reporting.	s9(2)(a)	17/05: Request for NEC to improve presentation of info 03/05: Carried over 07/04: This week's NEC report contains several graphs depicting progress. NEC will need to walk the group through the graphs and the underpinning measurement detail to clarify the information being shown. 22/03: Still a work in progress. Carried over. 08/03: Carried over 22/02: Will be discussed as part of the Reporting review

AP#	Date	Action	Owner	Update/Comments
				session scheduled for this week. 08/02 : Again discussed as part of reporting in general and stressed that this is a mandatory requirement to provide visibility of progress toward critical milestones. Some indication of the build status has been included in this week's governance reporting. 01/02 : Again discussed at this meeting. No visibility provided yet. See commentary in minutes 14/12 Yet to be incorporated into weekly status reporting, and again discussed as being required. Will be addressed when NEC commence reporting against the schedule. 22/11 Yet to be incorporated into reporting 02/11 Requested. Yet to be incorporated into reporting. 19/10 In progress.
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording	s9(2)(a)	17/05: Still ongoing 03/05: Clarifications received from NEC, walkthrough scheduled for this week. 07/04: A list of questions/clarifications has gone back to NEC on the proposed Maintenance Model. 22/03: Discussions re maintenance and licensing cost model continue. NEC preparing a draft support SoW for discussion. 08/03: Discussed and agreed to reactivate.

AP#	Date	Action	Owner	Update/Comments
				22/02: Carried over 08/02 : Carried over 01/02: Carried over. Focus on design closure has restricted ability to respond to material provided by NEC prior to Christmas. 14/12 No change. Discussed during today's meeting and new action raised (s9(2)(a)) to set up next workshop session. 22/11 Daft Document for review received from NEC during the period. Design documentation finalization is the key focus currently so further work will likely be delayed till the new year. 02/11 Next meeting scheduled for 4th November 19/10 In progress with NEC. 06/10 Initial meeting held. NEC to propose support framework to MBIE. 21/09 NEC have scheduled an initial meeting to start this activity. 07/09 Update not provided

6. Open Actions - MBIE

AP#	Date	Action	Owner	Update/Comments
AP#160	17/05/22	Arrange meeting with NEC to look at options to accelerate closure of the SDD	s9(2)(a)	New
AP#161	17/05/22	Reword draft NEC response letter	s9(2)(a)	New

7. Decisions

D#	Date	Decision	Project Server Ref
D#01	14/07/20	Merge the BCU and IPE Projects and submit one change request.	D00357
D#02	10/09/20	The upgraded solution will continue to be called IDme.	D00387
D#03	10/09/20	Elevate Reference Group to Steering Group with new ToR and include Vendors to attend by Invitation.	D00396
D#04	20/11/20	Stephen directed the contracting of s9(2)(a) n via INZ to be completed as soon as possible to mitigate the technical risk to the project.	NA
D#05	15/12/20 04/05/21	Decommissioning of IGMS IDme to be a separate project. (no longer in BCU project scope) Note this decision has been reversed. Decommission will remain in scope for CR03.	D00441

8. Recently Closed actions

AP#	Date	Action	Owner	Update/Comments
AP#158	03/05/22	YTD actuals to be sent out to Steering Group by the end of this week.	s9(2)(a)	Closed
AP#159	03/05/22	Provide the updated schedule and the expected cost breakdown, along with spend to date to Steering Group by the end of the week.	s9(2)(a)	17/05: Draft schedule, cost breakdown and memo provided. Updated month end report also. Financial mitigations being worked on. Closed
P#48	02/12/20	Design Document assessment from NEC/NECAM perspective regarding any impact on NEC build dates.	s9(2)(a) s9(2)(a)	17/05: NEC have confirmed designs have no impact on build. Closed 03/05: Confirmed there is no impact at this point. Continue to monitor closely. 07/04: Confirmed there is no impact at this point. Continue to monitor closely.

AP#	Date	Action	Owner	Update/Comments
				22/03 Awaiting NEC re-plan due by 4 April 2022. 08/03: NEC replan outcome has slipped the planned SIT Entry milestone to end of July '22. Design documents remain open. Retain monitor. 22/02: Again, verbally confirmed by s0(2)(a) Monitor post outcome of NEC re-plan 08/02 : Verbally confirmed by Rob no impact currently. Monitor. 01/02: Have received both written and verbal confirmation that build dates not currently impacted. Monitor. 14/12 Ongoing - Focus is on close out of Design Documentation by the Christmas break. 22/11 Finalization of design and documentation now a dependency on build. Requirement is to complete by Christmas (18th Dec) 02/11 Build now appears dependant on design completion/ approval. Risk workshop scheduled for Friday 5th Nov to clarify a number of points related to this activity and SIT Entry milestone. 19/10 Build and design completion are still being run in parallel. NEC remain confident of SIT delivery in November, noting it is tight however. 06/10 Build and design completion are still being run in parallel. 21/09 Status reporting does not raise any concern. Continuing in parallel. 07/09 No further update, will continue in parallel. 24//08 Design is being run in parallel. 10/08 Continuing to run as many streams in parallel as can be. Design documents still in progress, due end of Aug will be end of Sept to reduce iterations. Will not impact SIT date 30Nov. NEC will prioritise design iterations. Detail requirements

AP#	Date	Action	Owner	Update/Comments
				traceability will include any customisations. 06/08 Report: NEC is performing as much work in parallel as possible to keep SIT/UAT dates as scheduled. 27/07 NEC/NECAM met today confirmed not pushing out schedule, 30Nov SIT on track. No further update. 13/07 Taken steps to ensure will be part of the design documentation. 15/06 Remains open – no further updates. 01/06 Schedule provided but dates not acceptable to MBIE. Design Session on Thursday to work through further, with a view to bringing delivery dates forward. 18/05 Schedule including design dates will be provided Friday 21May. 04/05 Working through elaboration of requirements, still a number to get through/tidy up – workshop tomorrow, hosted by NEC, MBIE to confirm numbers attending. 22/04 s9(2)(a) provided an update yesterday, previous dates cannot be held to – still need to finalise design. Moving target at the moment. Action on NEC to provide requirements traceability to MBIE. 08/04 Further elaboration of requirements delivered 31 Mar. Next steps MBIE to review s9(2)(a) feedback and arrange face-to-face workshops to discuss, with a view to confirming NEC design and key delivery dates asap. 25/03 Need further MBIE business requirements elaboration by 31 Mar to ensure design completed and build can start on 09 April. 12/03 Status remains the same as at the last meeting. All with MBIE for feedback, nothing received to date. s9(2)(a) to confirm status with s9(2)(a) 26/02 Latest workflow updates sent to MBIE 16 Feb, awaiting feedback. 16/02 With new changes coming through NEC raising concern with dates as previous agreement was Out-of-the-box. 28/01 remains open.
AP#139	22/11	NEC to provide an update on current build state.	s9(2)(a)	17/05: NEC are reporting along milestone lines. Closed

AP#	Date	Action	Owner	Update/Comments
				03/05: M1 & M2 delivered into NEC QA. Testing commenced. M3 on schedule for June. Retain monitoring 07/04: Carried over 22/03: NEC noted that testing of the milestone 1 build was progressing well at this point. 08/03: Retain Monitoring 22/02: Retain Monitoring 08/02 : Retain Monitoring 01/02 : Overview given by Rob Old. Monitor 14/12 Will be addressed when NEC commence reporting against the schedule.
AP#157	07/04/22	Agenda for Thursday's workshop to be drawn up and sent out with input on attendees and agenda items to come from s9(2)(a)	s9(2)(a)	07/04: New Closed.
AP#156	08/03/22	s9(2)(a) to reactivate and work to progress support discussions with NEC.	s9(2)(a)	Closed. 07/04: Ongoing 22/03 Underway. 08/03 Opened.
AP#155	08/03/22	s9(2)(a) to confirm the 'unknown faces' query with s9(2)(a) and that it's not needed.	s9(2)(a)	07/04: Confirmed. Can be closed. 22/03: Carried over. Initial indications are that it is not needed. 08/03 Opened.
AP#152	22/02/22	s 9(2)(g)(ii)	s9(2)(a)	07/04: Closed. Letter sent 29th March. 22/03: Updated following review. This should be ready by close-of-business today. 08/03: Draft with Stephen for review. Has also been shared with Robyn Moriarty. Will be reviewed by Legal once feedback from Robyn is received. 22/02 Opened.
AP#150	01/02/22	s9(2)(b)(ii)	s9(2)(a)	s9(2)(b)(ii)



3644 Biometric Capability Update - Project Status Report - 23 May 2022

Project Summary:

A project to significantly upgrade the biometrics matching software that is the source of identify information for all non-New Zealanders. Out-dated, complex and inflexible software will be updated so that it is fit for purpose, secure and reduces ongoing costs.

Business Owner:

s9(2)(a)

Project Manager:

s9(2)(a)

1. EXECUTIVE SUMMARY:

% Complete	68%	
Overall Status		
	Comments	Status as at 23/05/2022 Overview: The focus at the delivery level continues to be the drive to close out and approve all NEC detailed design(s) documentation. As previously reported, s9(2)(b)(ii) The overarching design document (SDD) which includes the non Functional Requirements remains outstanding however and has been the subject of further escalation during the last month. A revised approach for completion of the SDD has now been agreed with the vendor. Another version of a full end to end delivery schedule from NEC has been received during the month. s9(2)(b)(ii) This matter remains under escalation with NEC stakeholders. There is a high possibility this information will further impact the re-planning completed by the project. The project continues to make good progress on work with other vendors where possible and where not impacted by NEC delays. Several vendors have now moved to a holding situation or are paused. The project continues to look for options to 'skinny' down costs to assist with the project remaining within its approved funding with the now extended delivery duration; this is primarily around vendor effort and internal resourcing. Current project forecasting has been re-phased out into FY 22/23. All project funding is being reviewed with the assistance of the finance business partner. A new change request for an extended delivery duration is being prepared, which may also include a request for additional funding. s9(2)(b)(ii) NEC senior stakeholders from NZ and America remain engaged and in attendance at the project Steer Group meetings to provide status update on escalations, progress and answer queries directly. The SIT Entry milestone date remains critical to the revised delivery schedule. NEC have moved this date to the end of August. The situation is being monitored closely. High priority Issues include: • Close out and Approval of all NEC design documentation • Alignment of re-planning timeframes with NEC end to end delivery schedule • Publication of a new integrated and confirmed project delivery schedule ready for base lining • Development of a revised 'go-to-green' plan Actions being taken to mitigate key risks and issues, including: • Close monitoring of Covid impacts on NECAM development resources • Escalation by INZ to NEC of the failure to meet the SIT Entry milestone, delayed progress on completion of design documents. This includes direct discussion with Japanese and American NEC management. • The BCU Project Steering Group continues to actively monitor project status, currently meeting fortnightly. A progress update at these meetings from the key vendor (NEC) stakeholders from both NZ and USA forms part of this monitoring. • The Business Owner is working closely with the Project Director and Project Manager to



support remediation of key issues and risks. • A weekly business stakeholder and SME meeting is in place.

Phase	Deliver	Start Date	22 Aug 19	End Date	15 Dec 23	Active Risks	17	Active Issues	5
-------	---------	------------	-----------	----------	-----------	--------------	----	---------------	---

2. RAG STATUS SUMMARY:

Section	Prev. Status	Curr. Status	Comments
Budget	A	A	Funding required to complete delivery of the project is being reviewed as part of re-planning..
Schedule	R	R	The Schedule status remains Red. The project is currently dependant on the key vendor (NEC) providing a full end to end re-planning of their schedule through to production deployment. Once this is achieved, a new change request (CR#4) for an extended delivery duration will be drafted. Once an approved schedule is in place it will be uploaded to Project Server
Scope	G	G	The project scope is clear
Risks	R	R	s9(2)(b)(ii)
Issues	R	R	s9(2)(b)(ii)
Resources	A	A	Resourcing remains Amber. Recruitment for vacant project roles have been put on hold. Some contract roles have been renewed, and recruitment is active to replace 1 x senior business analyst.
Benefits	G	G	Benefits remain Green
Status Key: G=On Track A =Plan in dev or awaiting resolution / Result R = Governance attention required			Prev. Status Date: 27 Apr 2022

3. PROGRESS SUMMARY POINTS:

Progress Since Last Report:	Upcoming activities for next period:
NEC Reveal CSCRD Design approved NEC design documentation close out progressed InTech IQ Office Design approved Datacom IGMS (re-use) Design approved ARB approval obtained for Theta Azure, InTech IQ Office and Datacom IGMS designs for BCU NEC Migration Plan updated and re-approved IGMS to AMS backfill migration in PreProd progressed IQ Office trickle migration in UAT testing in progress NEC development and system testing progressed Theta Azure build stream progressed (APIM) DXC AMS bug fixes progressed InTech Biographic Tuning progressed NEC Biometric (Face) Tuning progressed InTech IQ Office SIT deployment plan agreed SIT Infrastructure build for InTech completed	Incorporate NEC end to end scheduling into revised integrated project delivery schedule All NEC Designs approved Complete DXC AMS build and re-issue Test Exit Report Complete IQ Office Trickle Migration in UAT Commence DMS Trickle Migration in UAT Complete Backfill Migration in Pre Prod environment Complete InTech IQ Office deployment to SIT and commence initial migration



Datacom Wintel hardware/software packaging SoW under review
Commercial discussion with NEC regarding cost relief progressed

4. MILESTONE PROGRESS:

Milestones	Baseline	Forecast	Status
Project Brief Approved	01 Nov 18	01 Nov 18	◆
Business Case Approved	22 Aug 19	22 Aug 19	◆
BCU Project Change Request CR02 & Subsequent Memo Approved	12 Aug 20	12 Aug 20	◆
Go Live Approved	16 Jul 22	25 Aug 23	◆
Project Closure Report Approved	30 Nov 22	15 Dec 23	◆

Status Key: ◆ Milestone Complete ◆ < 8 days later then baseline ◆ between 8 and 30 days after baseline ◆ No Baseline

◆ Is Overdue or is > 30 days from baseline date, where overdue is where [Forecast] < Report "as at date" and Milestone if not marked as complete

5. FINANCIAL PERFORMANCE SUMMARY:

For the Period Ending May 24, 2022

Current Year Financial Summary	YTD Actuals	Current Year Forecast	Current Year App. Funding	Forecast Variance to App. Funding
Capex Spend	\$3,526,937	\$6,141,199	\$6,024,000	\$361,402
Opex Spend	\$407,704	\$400,784		(\$400,784)
Full Project Financial Summary	LTD Actuals	Total Forecast	Total App. Funding	Forecast Variance to App. Funding
Capex Spend	\$10,935,022	\$22,153,870	\$22,151,986	(\$1,884)
Opex Spend	\$407,924	\$401,004	\$46,272	(\$354,732)

6. ESCALATED RISKS FOR THIS PROJECT:

ID	Description	Treatments And Controls	Inherent Risk Score	Controlled Risk Score	Status
8319	IF all requirements for NEC cannot be delivered via NEC's out-of-the-box solutions THEN 1) the business may lose functions currently available via current systems or 2) the business may need to change their business process or 3) the solution may move to another BCU vendor to deliver in lieu of NEC	1. Request itemisation from NEC where requirements are not available out-of-the-box 2. Review technical options where NEC are unable to deliver an OTB solution 3. Determine if business are able and/or willing to change their business processes, or an alternative acceptable workaround is available, to compensate for the solution shortcoming.	High	Medium	Open
7890	IF NEC deliverables are not tracked to the requirements effectively during the delivery of the project THEN INZ may need to go live with limited capability, or postpone go-live until the full requirement set is delivered	1. Additional Business Analyst engaged to assist with BCU Requirements reconciliation and elaboration 2. Ensure NEC testing, through review of their test plan, is traceable to all the requirements at a detailed level 3. Ensure the INZ Test Plan is traceable to all the requirements	High	Medium	Open



		at a detailed level Request early demo during wire frame stage.			
8144	IF BCU Designs are not complete and/or sufficiently elaborated THEN the BCU solution may not work correctly or it may not meet the business needs	1. In parallel to Requirements reconciliation completion, project to assess any impacts of requirements gaps against Design completion and remediate as needed 2. Ensure the detailed design is traceable back to all requirements at a detailed level (and that Requirements are sufficiently elaborated).	High	Medium	Open
8295	IF there are delays to the overall duration of the project THEN the suppliers who have interdependencies across the contracts for their deliverables may raise variations to their contracts resulting in an increase in the costs to the project.	1. Hold suppliers accountable for providing their deliverables in particular those that form the interdependencies 2. Ensure that MBIE provides it's dependencies to the Suppliers in line with the project plan 3. Document any examples of customer-caused delay including the actual duration to avoid a conflation of customer and supplier delay.	High	High	Open
8507	IF NEC milestone dates are unable to be aligned THEN the current schedule for July 2022 implementation will not be achievable	1. Work with NEC to identify acceptable methods to claw back their dates to align with the schedule; - break design down into component areas - advance some build activity in parallel to full detailed design completion - review underlying schedule approach for possible optimisation	High	High	Open

7. ESCALATED ISSUES FOR THIS PROJECT:

ID	Title	Treatment Actions	Priority	Due Date
1857	No End to End NEC Delivery Schedule	• Outline importance to NEC Stakeholders • Review progress at delivery level with NEC PM • Agenda Action item for NEC at Steering Grp meeting	High	16 Jun 22
1773	NEC SIT Entry Delay	Re-plan project, Reduce immediate project costs where possible, Manage other vendors	High	30 Jun 22
1439	NEC have not met their initial BCU IDme v2 milestones due 30-Sep-20 and Variation date 13-Sept-21	• Escalate issue to Stephen Dunstan to raise with s9(2)(a) Obtain confirmed delivery dates for missed NEC milestones • Assess impact to overall BCU project schedule	High	16 Jun 22

*** 8. DEPENDENCIES WITH OTHER PROJECTS: None ***

9. ESCALATED DECISIONS FOR THIS PROJECT:



ID	Title	Decision	Decision Status	Decision Date
D00425	BCU & ADEPT AMS Code Merge - Approval	ADEPT AMS code changes will be merged with BCU AMS code Changes. ADEPT are scheduled to Go-Live with their first release in July 2021. BCU AMS code will be dormant/disabled for the majority of the release until such time as BCU Go-Live occurs.	Approved	11 Dec 2020

*** 10. ESCALATED ASSUMPTIONS FOR THIS PROJECT: None ***

11. VENDOR PERFORMANCE RAG STATUS:

Vendor	Agreement	Time	Cost	Quality	Resource
NEC	Master ICT Agreement between MBIE and NEC New Zealand Limited	A	G	A	G
		Time: MIL02 - Deliver Schedule 15 September and MIL03 - Deliver Detailed Design 30 September has been missed. Escalated and being actively managed. New date for Detail Design delivery various design artifacts Jan – Apr 2022. Quality: Raised quality assurance issue with NEC, noting this is not just the Project Manager but up to NEC to ensure quality of the deliverables.			

BCU Overall RAG Status		Mitigation
Commentary of overall status	M2 complete and in Test. Preparation to load into NZ QA Environment in progress. Target SIT entry now end August. SDD document structure agreed to. Priority 1 & 2 Gaps responded to. Working on remainder.	QA testing has been optimised as to ensure coverage and minimize test duplication Additional resource being assigned to the project at NECAM and NEC NZ. Created a focus team to work on the SDD as the development team are focusing on completing the MS3 development.
IPE Overall RAG Status		Mitigation
Commentary on overall status	Finalising the HW requirements and approval. Note: There is a three-month lead time for of the hardware (e.g. the Toughpad docking stations).	Testing of additional scanners to be done. Hardware was provided to MBIE on 16 May. Initial orders were placed early, and goods are being airfreighted to NZ.

RAG Status of key Measures BCU		
Scope		SDD In progress. Gaps identified and priority set to each. Priority 1 & 2 addressed and reviewed by MBIE. NEC working on priority 3 – 5 and MBIE feedback. Aim to have the SDD complete by Mid June. Reporting documents - information per report identified. Report layouts near complete.
Budget		NEC project cost unchanged. Maintenance and support now being discussed.
Schedule		Target SIT entry date is now end of August 2022. RAG is red as this is later than the original milestone.
Resource		s9(2)(b)(ii) Other recent additions: s9(2)(a)

		s9(2)(a) • NEC NECAM 2x additional testers - Created MS 2 & 3 test scripts and are to continue with testing. Planning in place to cover USA summer holiday period. RAG amber as any impact to key person availability is a risk being actively managed.
Commercial		Licensing, Support and Maintenance under discussion.
Relationship		Relationship still in amber. NEC remains committed to delivering a quality solution for MBIE.

Progress Towards Milestones-BCU				
M1	Discovery Artefacts	100% Complete		Complete
M2	Project Schedule	80% Complete	13/05/2022	Schedule to SIT completed. End to end schedule due 13 May 2022. Working on MBIE queries and updates.
M3a	Out of the Box Design	80% Complete	30/05/2022	Feature development of non-customised components complete. Review of third-party apps underway as to ensure compliance with Security requirements. MBIS Security upgrades complete. LNS still in progress New version of AIM-XM 2.11 released
M3b	Completion of Detailed Design	90% Complete	30/06/2022	Ongoing reviews of documentation. System Design Document and Report requirement in progress
M4	SIT Delivery	80% Complete	End August 2022	Data Migration – Dev and Testing Complete. Working on the NIST De duplication tool. Milestone 1: Dev complete. QA Testing bug fixes. Milestone 2: Dev complete. QA Testing started Milestone 3 development started now that Integra-ID (IBW) documents are conditionally approved.

Progress Towards Milestones-BCU				
				Focus has been on development. Now also focusing on deployment, user manuals, training, support, and licensing.
M5	UAT Delivery	0% Complete	Jan 2023	Not Started
M6	Pre-Prod delivery	0% Complete	May 2023	Not Started
M7	Production delivery	0% Complete	July 2023	Delivery for DR test Go live – Aug 2023
M8	End of Early Life Support	0% Complete	Oct 2023	2 months past go live

Progress Towards Milestones IPE				
M1	Discovery Artefacts	100% Complete		Complete.
M2	Project Schedule	100% Complete		To be updated based on current hardware selection and supply chain issues.
M3a	Completion of Detailed Design	90% Complete	TBC Dependency on confirmation of hardware spec	IPE SDD has been reviewed to determine gaps and ensure correct interfacing with the BCU solution Hardware selection made by MBIE – issue with selected fingerprint scanner (component supply chain). Alternative available.
M3b	Delivery of NEC Test Plan	90% Complete	TBC Dependency on confirmation of hardware spec	Complete and in for review. Will require an update if the HW selection changes (Fingerprint scanner).

Progress Towards Milestones IPE				
M4	Hardware Procurement	20% Complete	June 2022	SIT/UAT: MBIE has approved hardware required for testing can be purchased except for the mobile fingerprint scanner • Laptops Delivered • Toughpads delivered • Toughpad Docking Station on order. Passport scanners and fixed kit fingerprint scanners on order.
M5a	Delivery of NEC's IPE software phase 1: SIT	85% Complete	End August 2022	Now synced with BCU SIT Date. Smartscan updated as per MBIE's requirements.
M6	Delivery of NEC's IPE software phase 2: UAT	0% Complete	Jan 2023	Not started.
M7	Delivery of NEC's IPE software phase 3: Pre-Prod	0% Complete	May 2023	Not started.
M8	Support Establishment	10% Complete	TBC	Design is in progress, MBIE provided a draft support document – waiting on feedback to proceed with next steps.
M9	Delivery of NEC's IPE software phase 4: Production	0% Complete	May 2023 for DR test. July 2023. Go live Aug 2023	Not started.

Top 3 Risks			
#	Description	Impact	Mitigation
R1	Time it is taking to get the SDD requirement documents complete.	MBIE's ability to get approval to enter SIT Delay in information to MBIE for other vendors to do their development.	Reviewed the gaps in the SDD and prioritised based on information required by MBIE. Priority 1 & 2 gaps addressed Priority 3 – 5 in progress. Twice weekly meetings arranged to discuss and review sections completed.
R2	Addressing all NFRs.	NFRs related to security to be addressed as condition to enter SIT Extension in SIT/UAT timeframe.	Security scans being executed on a weekly basis. Security vulnerabilities for MBIS addressed. LMS still in progress.
R3	Testing schedule	As the testing is the last phase of the project, this would have an impact on the schedule.	Completed features are dropped into QA at the end of each sprint rather than the end of the milestone. Blockers and critical bugs fixed as a high priority – within the same week as reported. Test plans across the three QA teams aligned to ensure early testing of key functionality, ensuring maximum test coverage, and avoiding duplication.

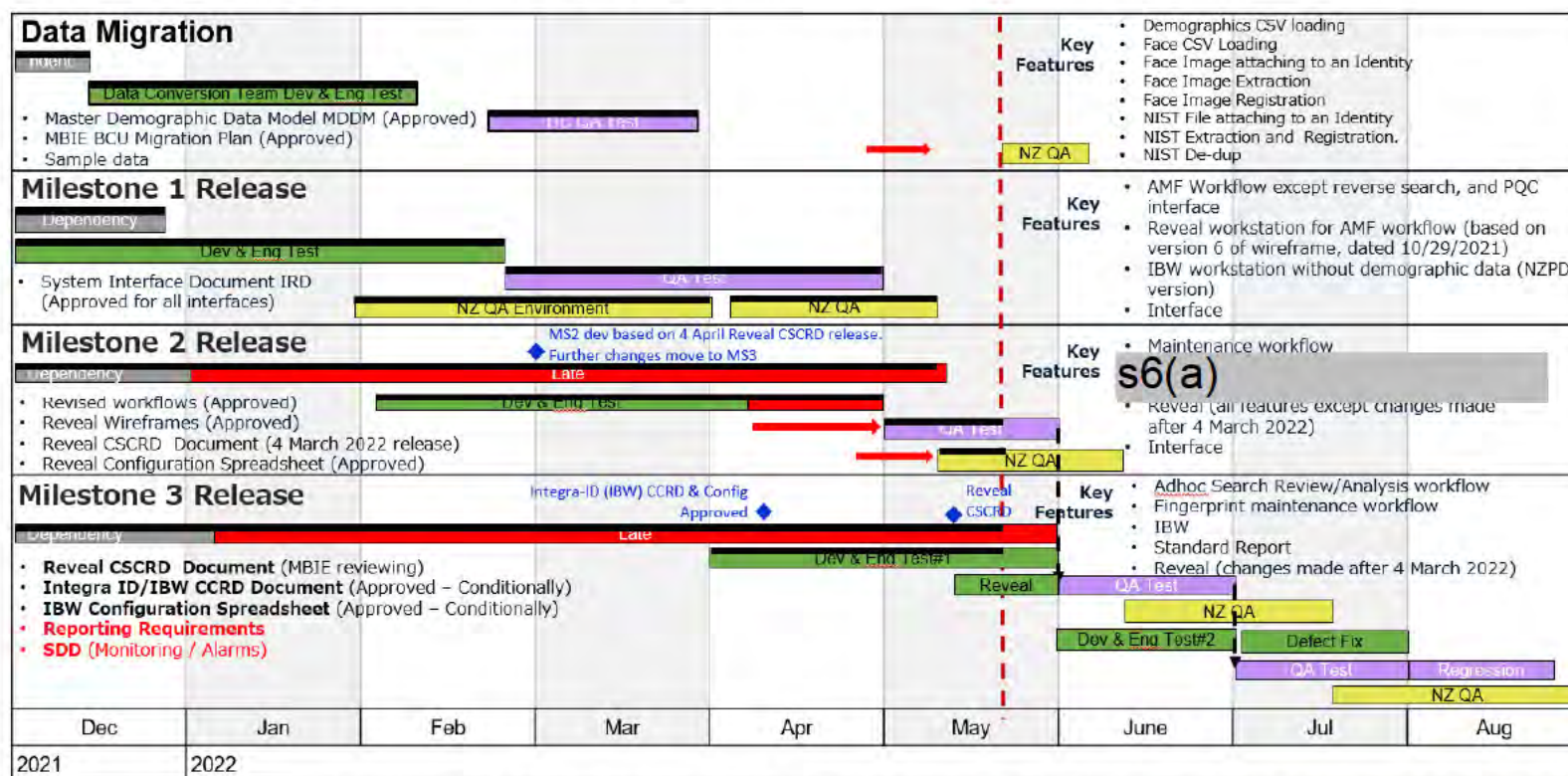
Top 3 Issues			
#	Description	Impact	Commentary
I1	Reporting Requirements document delayed	MBIE does not currently have a good understanding of the solution reporting capability and needs additional information from NEC to lift this understanding for appropriate decisions regarding reporting to be made.	NEC to create the reports as per the MBIE requirement. Format of each report (content and proposed layout) to be discussed with MBIE the week starting 30 May.
I2	s9(2)(b)(ii)	s9(2)(b)(ii)	s9(2)(b)(ii)
I3	Delay to entering SIT – target date now end August 2022.	Impacts overall project schedule.	Loss of key team members at NECAM and requirement for more testing time necessitates the use of the buffer discussed at meeting on 7 April.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 29/04/2022

Actions						
AP#	Date	Action	Owner	Due by	Update/Comments	Status
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording.	s9(2)(a)		27/05/2022 - Internal NEC meeting complete – Support agreement will be dependent on the Operations Support document pending feedback from MBIE 13/05/2022 - Waiting for MBIE feedback on draft support agreement so we can arrange a session to work through it. Internal NEC meeting being held on 12/5 to address MBIE's final comments on maintenance agreement. Output will be shared with MBIE. 27/05/2022 - Maintenance – s9(2)(a) met on 26 May. After months of working together we are very aligned. There are only a couple of questions that will be clarified by 27/05.	Ongoing
AP#138	19/10/2021	Include burn down view of progress to SIT entry milestone in status reporting.	s9(2)(a)	Ongoing	26/5/22 NEC development team have provided a burn down chart that is now included in this report.	Proposed we close this
AP#154	08/03/2022	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway.	s9(2)(a)		26/5/22 Updated schedule provided to MBIE on 13/5/22 s9(2)(a) has raised queries that s9(2)(a) is working on.	

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 29/04/2022

Current Schedule –Showing schedule to meet the end August date.



- Data Migration: development complete and tested. Working on the Tool development 1) NIST Extraction; 2) NIST Registration; 3) NIST De-dup.
- MS1 (workflows): Now in QA testing. Will take the longest to test due to the number of workflows.
- MS2 (Reveal): now only focussed on Reveal. Due to late changes in Reveal, 2 extra Dev weeks required.
- MS3 (Integra-ID + Reporting): Driving schedule for dev completion date - end June.
- NZ QA final testing to take place from mid-July for 6 weeks. Expected completion at end of August.

MBIE Biometric Capability Upgrade and In Person Enrolment Weekly Report



Design Document Status – 11 May 2022

BCU Deliverables to MBIE	Brief Status
Reveal CSCRD	Conditionally approved – 12 May
Reveal Workflows	Conditionally approved – 22 April
Reveal User Interfaces - Wireframes	Conditionally approved – 22 April
Reveal Data Element Spreadsheet	Conditionally approved – 22 April
Integra-ID (IBW) CCRD	Conditionally approved – 8 April
Integra-ID (IBW) Configuration Spreadsheet	Conditionally approved – 8 April
IDme SDD System Design Document	Gaps identified and priority set to each. Priority 1 & 2 addressed and reviewed by MBIE. NEC working on priority 3 – 5 and MBIE feedback. Twice weekly meetings planned to review sections completed and discuss open issues. Aim to have the SDD complete by Mid June.
IDme Reporting Requirements	Still in progress. information per report identified. Report layouts near complete. Twice weekly meetings arranged to discuss and review sections completed.
IDme Migration Plan	V1.8 - Approved Request for the IDME solution to provide a “fingerprint de-dup” process to identify the discrepancies of multiple fingerprint sets under same client ID. 1. During data migration To perform a 1: few on Client ID which has multiple identities to identify `possible wrong identity`. 2. After go-live To develop a batch tool to perform a 1: few on Client ID which has multiple identities to identify `possible wrong identity` for the entire database. MBIE will decide when to run the batch tool.

MBIE Biometric Capability Upgrade and In Person Enrolment Weekly Report



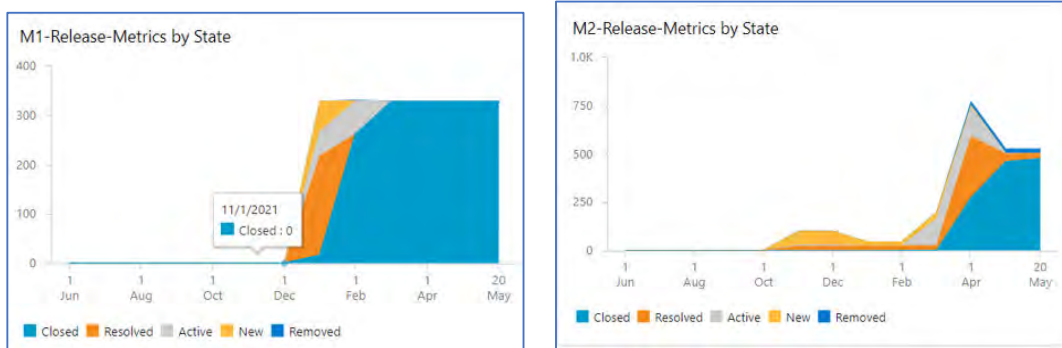
BCU Deliverables to MBIE	Brief Status
IDme System Interface Document IRD (All Interfaces)	Approved Update requested by MBIE: • Include details of the AMS DB Messages content. • Implement recent changes to DB16A message. ○ added "Biometric Capture Location" ○ Add skip details for IPE Face, Fingerprint and Travel Document
IDme Infrastructure Design	Approved
IDme Test plan	Approved
IDme Traceability	In progress. To be completed once the development documents are done.

IPE Deliverables to MBIE	Brief Status
Hardware Requirements	v2.2 received 16 March.
IPE SDD	MBIE has provided feedback. There is still an open issue being addressed. One outstanding item (AD).
IPE Hardware Specification	V0.5 Sent to MBIE for review – 22 April Comparison to be done between three candidates for the mobile fingerprint scanner. NEC has prepared equipment for this.
IPE Test Plan	IPE Test Plan almost ready for approval. To be updated once all HW is confirmed.
IPE Traceability	In progress. Has been updated with the latest information in the SDD.

Milestone 1 –3 development Status – 24 May 2022

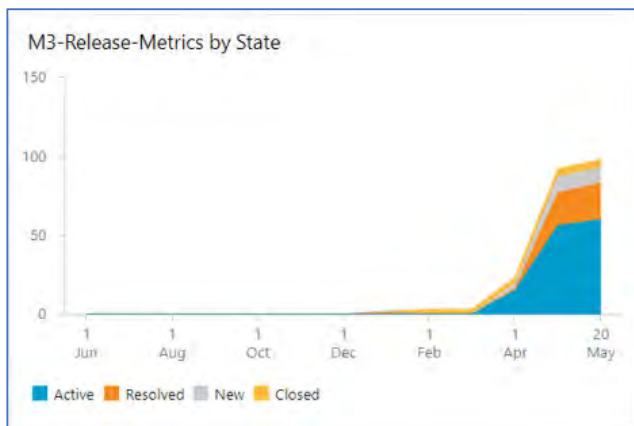
The development phase for MS1 and MS2 are complete. These have been released to the NECAM and NZ QA teams as to conduct their respective testing. Defects from the QA testing of these releases are addressed in MS3.

MS2 (reveal) progressed while the Reveal CSCRD was being reviewed and updated. It was critical to do a release of MS2 at the end of April as to be able to complete the MS1 QA testing. MS1 is the workflows and without the Reveal screens, the end-to-end workflows test scripts could not be fully tested.



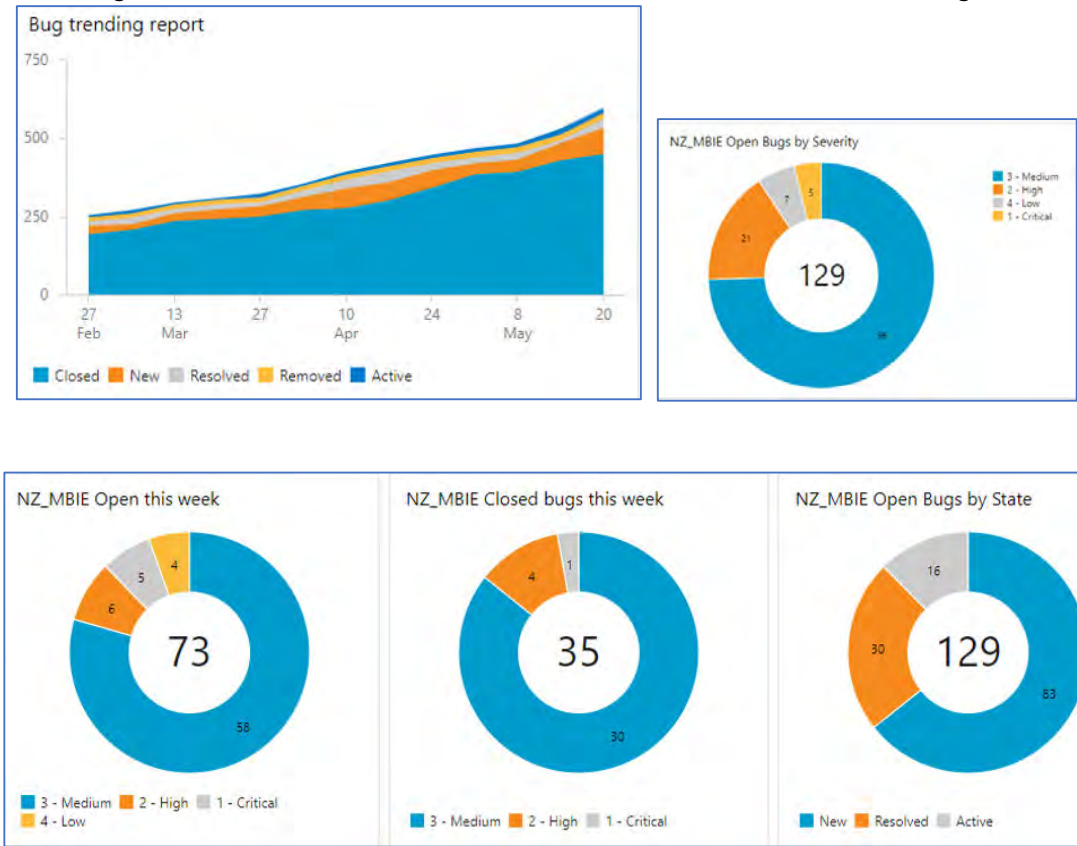
For MS3, the Reveal development that had not been completed in MS2 due to the changes being made in the Reveal CSCRD document needed to be scoped into MS3 after the CSCD was approved on 12 May.

In April a second team was allocated to the MBIE project. This team is working on the Integra-ID (IBW) that is the key feature in MS3. Thus the remaining Revel work does not impact the MS3 delivery date.



Defect tracking

Number of defects increased this week as the NECAM QA team start smoke testing the MS2 release as well as additional testers have been added to the NECAM QA team. The new defects are being reviewed by the development team as to determine the cause of the defects. We are monitoring the rate of defect closure as to ensure that this does not become unmanageable.



NZ_MBIE Open this week

Severity	Count
3 - Medium	58
2 - High	6
4 - Low	5
1 - Critical	4

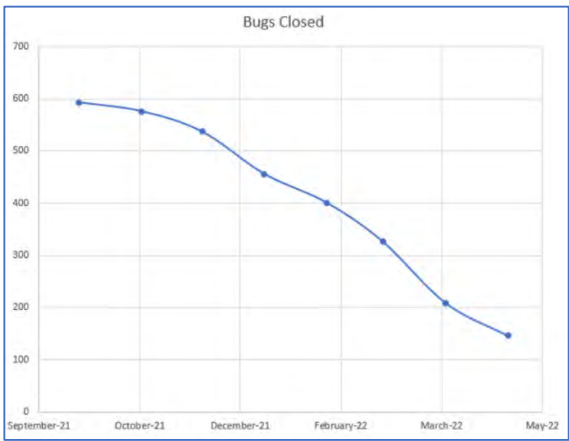
NZ_MBIE Closed bugs this week

Severity	Count
3 - Medium	30
2 - High	4
4 - Low	1
1 - Critical	0

NZ_MBIE Open Bugs by State

State	Count
New	83
Resolved	30
Active	16

Defect Burndown chart for development testing and QA Testing.





BCU Project Steering Group Meeting Minutes

Date & Time	Tuesday 31 May 2022, 11.30am-12.30pm
Location	Meeting held online via Teams
Agenda	Agenda
Members	Stephen Dunstan (Chair), s9(2)(a)
Attendees	s9(2)(a) s9(2)(a)
Apologies	s9(2)(a)
Documents	Previous minutes of 17 May 2022

1. Project update and briefing ahead of NEC participation
2. Previous Minutes from last meeting accepted.
3. Actions reviewed and updated.
4. NEC are providing a showcase next week on 9 June. s9(2)(b)(ii)
s9(2)(a) To their best ability they should deliver on the guidelines and priorities we have given them for this.
5. s9(2)(a) advised we have a revised approach around the IDme SDD which is working. s9(2)(b)(ii)
s9(2)(a)
6. Robyn asked who is attending the ICDC meeting this afternoon to present the report-back paper, given s9(2)(a) will attend and present the paper with support from Robyn and Stephen.
7. NEC attendance 11:38am, s9(2)(a)
 - Apologies accepted from s9(2)(a)
 - s9(2)(a) takes the NEC report as read, noting more commentary has been provided on the status charts which is hopefully helpful.
 - The key focus area is the IDme SDD. MBIE provided a proposed framework that is helpful, with s9(2)(a) doing a lot of work to get the document into that format. Priority 3, 4 and 5 items are being worked on, and s9(2)(a) said priority 1 and 2 items are complete. Twice weekly sessions between NEC and MBIE are in place with one held this morning that was very positive.
 - NEC are working on the Reporting document and are awaiting feedback from NECAM re: how NEC will extract data from the system for 28 reports that s9(2)(a) said are in the requirements. Good progress is being made.
 - Milestone 3 delivery is confirmed as still on track for completion and deployment to NZ QA end of June.
 - NEC continue to manage standard risks, noting a few holidays coming up in the US so ensuring resources available to cover.
 - Good conversations last week with s9(2)(a) re: firming up the maintenance/licensing model. NEC waiting on feedback from MBIE team for support agreement. s9(2)(a)

an update last week on progress on the support agreement, and advised it's being progressed internally.

- NEC also provided some mobile fingerprint scanning options to test and once the preferred scanner has been confirmed by MBIE, NEC can order.
- s9(2)(a) summarised that BCU remains hugely important with lots of focus within NEC. He feels the teams are working well together and things are heading in the right direction.
- Continuing to track to the key SIT entry date at the end of August. s9(2)(a) asked about NEC confidence for the end of August SIT entry date. s9(2)(a) confirmed it's tight and there are risks that continue to be managed but is positive about achieving it.
- Robyn asked about licencing, support, and maintenance and what that looks like. S confirmed NEC have sent a draft support agreement to MBIE, asking what MBIE needs i.e. need s9(2) CMDB, incident management, how MBIE interfaces with NEC via phone, Service Now or other means. S confirmed the software licensing and maintenance model is based on a percentage of software costs.
- s9(2)(a) confirmed the solution will have 24/7 support and that NEC NZ will provide that locally up to level 4. Level 4 support is provided by NECAM which would only be escalated to if there was an issue with the core product that couldn't be resolved by the local NZ NEC team. NEC NZ are ensuring they have appropriate back-to-back agreements with NECAM in place for that level 4 support. Robyn asked that s9(2)(a) internal MBIE team are engaged towards ensuring roles and responsibilities are clear once this solution is in Production. s 9(2) responded that this is already occurring.
- s9(2)(a) wanted to set the expectation that the solution showcase scheduled for 9th June would be based around screenshots. Although not ideal, as not using a live system, the view is that it's important to go ahead regardless.

s9(2)(b)(ii)

s6(c)

- Action s9(2)(b)(ii)
- NEC left the meeting at 11:56pm

8. Post NEC Progress Update Discussion

- s9(2)(b)(ii)

- s9(2)(b)(ii)

- s9(2)(b)(ii)

s9(2)(b)(ii)

- Robyn queried what the support arrangements for this solution look like. s 9(2) said work is progressing on development of a SOM, and that the overarching approach is to leverage standard MBIE process and procedure, whilst minimising reliance on NEC going forward, as much as possible. s 9(2) queried if we were comfortable that any issues arising with the core product under the NEC support model would need escalation to NECAM.
- Robyn queried what our plan B is. If we find there is not much of a working version of the product, we can't keep bleeding cost. s9(2)(b)(ii)

s9(2)(b)(ii) e noted the team are looking at a Plan B option to phase the delivery. Phase 1 would be to upgrade the algorithm in the existing system. In effect, this is reverting to the original BCU scope. Robyn asked what portion of the benefits that would meet. s9(2)(a) said it would improve the matching capability and the manual intervention would therefore reduce. The move away from the original scope was approved as part of Project Change Request CR02, which also stated the business case benefits were unable to be achieved unless the scope was changed. Phase 2 would need to be confirmed and planned for.

- s9(2)(a) said adoption of a phased approach would potentially mean a considerable write-off of already consumed funding. s9(2)(a) said that with this plan there was quite a bit of work required on other systems to bring them up to spec eg. Daon etc. s9(2)(a) confirmed Pulse and K2 are being removed by the current BCU scope but would remain under this Plan B option so they would need some upgrades, along with Windows Server and DBMS upgrades. It's not a quick easy fix. It is more simplified but still has some challenges in order to be achievable.
- Stephen asked that Robyn and himself be copied on the follow-up email to NEC re: the showcase. He also stressed that NEC need to focus the showcase to the guidelines we have provided. s9(2)(b)(ii)

Stephen asked who is attending the showcase from an MBIE perspective. s9(2)(a) confirmed we have business reps, select project team members, plus s9(2)(a) so we should have the right people. Stephen will drop s9(2)(b)(ii)

- Robyn raised a financial query regarding the total approved opex of 46k against a spend of 400k. s9(2)(a) advised journals are being prepared to correct errored postings. This should be capex.
- s9(2)(a) has reviewed financial spend and is preparing a memo re: ongoing financial treatment and what if any additional funding is required to support the revised timeframe of draft schedule. Financial adjustments are planned to move some expenditure to MBIE's SaaS allocation, and some capex expenditure to project opex. After adjustments, against the estimated \$3.39M shortfall forecast, there is no additional capex required, but an additional \$1m opex is required to support schedule timelines. Robyn queried the ICDC report-back paper stating the project will need capex in order of \$3m, now \$1m opex? s9(2)(a) clarified the offset would require additional \$1m opex. s9(2)(a) said some costs are moving out of the project (SaaS) and some costs moving from capex to opex. Robyn raised that we only have \$46k opex and these adjustments could impact INZ appropriation this year. s9(2)(a) advised project opex would have to be increased. Robyn asked where it is being put, to INZ BAU or to another project? Stephen thinks it's probably through to s9(2)(a) budget, which is largely support and maintenance. s9(2)(a) doesn't think the financial view is solid enough to discuss with ICDC today, so will request report back on finances at the next session. Robyn asked for this to be clear as possible for today's ICDC meeting, so if it's \$1m we should state that. Stephen asked that criticality of the upcoming showcase next week be raised with ICDC. Project can report back to ICDC with change request or recommendation for the project. Robyn queried impact of the \$1m to Stephen, who said money will be

found if it needed to be found. Robyn wanted to be really clear about s9(2)(a) budget, as lots of work is required to be done next year including ADEPT areas.

- Robyn asked if we need to increase cadence of these meetings. However, it was agreed fortnightly is probably the right frequency, noting that s9(2)(a) continue to engage with NEC between meetings and ad-hoc sessions can be scheduled if needed.
- s9(2)(a) advised the existing NEC MSA will expire in June, so working with s9(2)(a) to get that extended. This was signed in June 2019. s9(2)(a) advised we have two rights of one-year renewals. s9(2)(a) advised if the value increases it could require signoff by the MBIE CEO. The BCU SoW is within the MSA. If the next NEC MSA goes for 5 years, then may need to apply for a procurement exemption. Robyn queried how we got one month out and are only now looking at this. S advised that this should have been on MBIE Commercial team's radar, well before this. For transparency, we also need to advise ICDC of this i.e. if the value increases, it will need to go up to Carolyn for sign-off.
- **Action** s9(2)(a) to email NEC today, reiterating and re-emphasising what MBIE need from showcase including preferences and priorities.
- **Action** Stephen to email s 9(2)(b)(ii) [REDACTED].
- **Action** Update ICDC with report-back paper along with advice of subsequent report-backs re: finance, showcase, and change request or recommendation

The meeting ended at 12:27pm

9. Open Actions – NEC

AP#	Date	Action	Owner	Update/Comments
AP#154	08/03	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway. NEC couldn't provide a date for when this will be provided to MBIE, but this will be followed up and provided to MBIE by s9(2)(a) along with an update on progress in tracking back to the requirements.	s9(2)(a)	31/05: The revised schedule has been reviewed. It is not complete. NEC acknowledge this and they will continue to work on updating. NEC to provide completion date. 17/05: Schedule received from NEC. To monitor as not yet reviewed by MBIE 03/05: The NEC end-to-end schedule is yet to be received. NEC committed to providing this by CoP 3 May (as at the date of minutes being finalised, 9 May 2022 this was still yet to arrive from NEC). 07/04 not complete enough. Further updated version to be provided today. 07/04: Revised schedule for review received today from NEC. 22/3: S to expedite the sessions on the end-to-end schedule with the MBIE team as it is a

AP#	Date	Action	Owner	Update/Comments
				dependency. By end of this week ^{s9(2)(a)} will update MBIE on a date for this if this can be sooner than 12 April. 08/03: Opened.
AP#138	19/10	Include burn down view of progress to SIT entry milestone in status reporting.	^{s9(2)(a)}	31/6: Not discussed, carry over 17/05: Request for NEC to improve presentation of info 03/05: Carried over 07/04: This week's NEC report contains several graphs depicting progress. NEC will need to walk the group through the graphs and the underpinning measurement detail to clarify the information being shown. 22/03: Still a work in progress. Carried over. 08/03: Carried over 22/02: Will be discussed as part of the Reporting review session scheduled for this week. 08/02 : Again discussed as part of reporting in general and stressed that this is a mandatory requirement to provide visibility of progress toward critical milestones. Some indication of the build status has been included in this week's governance reporting. 01/02 : Again discussed at this meeting. No visibility provided yet. See commentary in minutes 14/12 Yet to be incorporated into weekly status reporting, and again discussed as being required. Will be addressed

AP#	Date	Action	Owner	Update/Comments
				when NEC commence reporting against the schedule. 22/11 Yet to be incorporated into reporting 02/11 Requested. Yet to be incorporated into reporting. 19/10 In progress.
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording	s9(2)(a)	31/05: MBIE are progressing a SOM document incorporating material from the paper provided by NEC. A first draft will be shared shortly. Model for the Maintenance fee is being reviewed by MBIE. No further action required by NEC at this point. 17/05: Still ongoing 03/05: Clarifications received from NEC, walkthrough scheduled for this week. 07/04: A list of questions/clarifications has gone back to NEC on the proposed Maintenance Model. 22/03: Discussions re maintenance and licensing cost model continue. NEC preparing a draft support SoW for discussion. 08/03: Discussed and agreed to reactivate. 22/02: Carried over 08/02 : Carried over 01/02: Carried over. Focus on design closure has restricted ability to respond to material provided by NEC prior to Christmas. 14/12 No change. Discussed during today's meeting and new action raised s9(2)(a) to

AP#	Date	Action	Owner	Update/Comments
				set up next workshop session. 22/11 Daft Document for review received from NEC during the period. Design documentation finalization is the key focus currently so further work will likely be delayed till the new year. 02/11 Next meeting scheduled for 4th November 19/10 In progress with NEC. 06/10 Initial meeting held. NEC to propose support framework to MBIE. 21/09 NEC have scheduled an initial meeting to start this activity. 07/09 Update not provided

10. Open Actions - MBIE

AP#	Date	Action	Owner	Update/Comments
AP#162	31/05/22	Provide NEC advice in writing today to re-emphasise what MBIE need from showcase incl. preferences and priorities	s9(2)(a)	New
AP#163	31/05/22	s9(2)(b)(ii)	s9(2)(a)	New
AP#164	31/05/22	Prepare subsequent report-back to ICDC re: finance, showcase and any change request or recommendation	s9(2)(a)	New

11. Decisions

D#	Date	Decision	Project Server Ref
D#01	14/07/20	Merge the BCU and IPE Projects and submit one change request.	D00357

D#02	10/09/20	The upgraded solution will continue to be called IDme.	D00387
D#03	10/09/20	Elevate Reference Group to Steering Group with new ToR and include Vendors to attend by Invitation.	D00396
D#04	20/11/20	Stephen directed the contracting of s9(2)(a) via INZ to be completed as soon as possible to mitigate the technical risk to the project.	NA
D#05	15/12/20 04/05/21	Decommissioning of IGMS IDme to be a separate project. (no longer in BCU project scope) Note this decision has been reversed. Decommission will remain in scope for CR03.	D00441

12. Recently Closed actions

AP#	Date	Action	Owner	Update/Comments
AP#158	03/05/22	YTD actuals to be sent out to Steering Group by the end of this week.	s9(2)(a)	Closed
AP#159	03/05/22	Provide the updated schedule and the expected cost breakdown, along with spend to date to Steering Group by the end of the week.	s9(2)(a)	17/05: Draft schedule, cost breakdown and memo provided. Updated month end report also. Financial mitigations being worked on. Closed
P#48	02/12/20	Design Document assessment from NEC/NECAM perspective regarding any impact on NEC build dates.	s9(2)(a) s9(2)(a)	17/05: NEC have confirmed designs have no impact on build. Closed 03/05: Confirmed there is no impact at this point. Continue to monitor closely. 07/04: Confirmed there is no impact at this point. Continue to monitor closely. 22/03 Awaiting NEC re-plan due by 4 April 2022. 08/03: NEC replan outcome has slipped the planned SIT Entry milestone to end of July '22. Design documents remain open. Retain monitor. 22/02: Again, verbally confirmed by Rob. Monitor post outcome of NEC re-plan 08/02 : Verbally confirmed by Rob no impact currently. Monitor. 01/02: Have received both written and verbal confirmation that build dates not currently impacted. Monitor.

AP#	Date	Action	Owner	Update/Comments
				14/12 Ongoing - Focus is on close out of Design Documentation by the Christmas break. 22/11 Finalization of design and documentation now a dependency on build. Requirement is to complete by Christmas (18th Dec) 02/11 Build now appears dependant on design completion/ approval. Risk workshop scheduled for Friday 5th Nov to clarify a number of points related to this activity and SIT Entry milestone. 19/10 Build and design completion are still being run in parallel. NEC remain confident of SIT delivery in November, noting it is tight however. 06/10 Build and design completion are still being run in parallel. 21/09 Status reporting does not raise any concern. Continuing in parallel. 07/09 No further update, will continue in parallel. 24//08 Design is being run in parallel. 10/08 Continuing to run as many streams in parallel as can be. Design documents still in progress, due end of Aug will be end of Sept to reduce iterations. Will not impact SIT date 30Nov. NEC will prioritise design iterations. Detail requirements traceability will include any customisations. 06/08 Report: NEC is performing as much work in parallel as possible to keep SIT/UAT dates as scheduled. 27/07 NEC/NECAM met today confirmed not pushing out schedule, 30Nov SIT on track. No further update. 13/07 Taken steps to ensure will be part of the design documentation. 15/06 Remains open – no further updates. 01/06 Schedule provided but dates not acceptable to MBIE. Design Session on Thursday to work through further, with a view to bringing delivery dates forward. 18/05 Schedule

AP#	Date	Action	Owner	Update/Comments
				including design dates will be provided Friday 21May. 04/05 Working through elaboration of requirements, still a number to get through/tidy up – workshop tomorrow, hosted by NEC, MBIE to confirm numbers attending. 22/04 s9(2)(a) provided an update yesterday, previous dates cannot be held to – still need to finalise design. Moving target at the moment. Action on NEC to provide requirements traceability to MBIE. 08/04 Further elaboration of requirements delivered 31 Mar. Next steps MBIE to review s9(2)(a) feedback and arrange face-to-face workshops to discuss, with a view to confirming NEC design and key delivery dates asap. 25/03 Need further MBIE business requirements elaboration by 31 Mar to ensure design completed and build can start on 09 April. 12/03 Status remains the same as at the last meeting. All with MBIE for feedback, nothing received to date. s9(2)(a) to confirm status with s9(2)(a). 26/02 Latest workflow updates sent to MBIE 16 Feb, awaiting feedback. 16/02 With new changes coming through NEC raising concern with dates as previous agreement was Out-of-the-box. 28/01 remains open.
AP#139	22/11	NEC to provide an update on current build state.	s9(2)(a)	17/05: NEC are reporting along milestone lines. Closed 03/05: M1 & M2 delivered into NEC QA. Testing commenced. M3 on schedule for June. Retain monitoring 07/04: Carried over 22/03: NEC noted that testing of the milestone 1 build was progressing well at this point. 08/03: Retain Monitoring 22/02: Retain Monitoring 08/02 : Retain Monitoring 01/02 : Overview given by s9(2)(a) Monitor

BCU Overall RAG Status		Mitigation
Commentary of overall status	M2 complete and in Test – NECAM QA and NZ QA. MS3 first drop now in test on NECAM QA NZ QA Environment being used for testing. Decision made to stand up second NZ QA Environment. Near complete. Target SIT entry now end August. First IDme Showcase held. IDme SDD document in progress.	QA testing has been optimised as to ensure coverage and minimize test duplication Additional resource being assigned to the project at NECAM and NEC NZ – including second NZ QA Environment. Created a focus team to work on the SDD as the development team are focusing on completing the MS3 development.
IPE Overall RAG Status		Mitigation
Commentary on overall status	IPE SDD in progress. Ordering the kits for SIT/UAT/Pre-Prod Note: There is a three-month lead time for of the hardware (e.g. the Toughpad docking stations).	Testing of additional fingerprint scanners for the Mobile kits to be done. Hardware was provided to MBIE on 16 May. Initial orders were placed early, and goods are being airfreighted to NZ.

RAG Status of key Measures BCU		
Scope		SDD review approach and plan being revised based on a breakdown by section. Sections 1 and 2 completed, review and completion of infrastructure and Security in progress. Working on prioritised plan for delivery of remaining sections with the view to enabling MBIE to progress use of the completed/agreed sections as they are delivered. Reporting documents - information per report identified. Report layouts near complete.
Budget		NEC project cost unchanged. Maintenance and support now being discussed.
Schedule		Target SIT entry date is now end of August 2022. RAG is red as this is later than the original milestone.
Resource		Second NZ QA environment stood up and now in use. Will assist in testing progress as well as allow non testing activities to take place without impacting the QA process. These activities include the data migration testing, capturing screenshots for user manuals.

		Planning in place to cover USA summer holiday period. RAG amber as any impact to key person availability is a risk being actively managed.
Commercial		Licensing, Support and Maintenance under discussion.
Relationship		Relationship still in amber. NEC remains committed to delivering a quality solution for MBIE.

Progress Towards Milestones-BCU				
M1	Discovery Artefacts	100% Complete		Complete
M2	Project Schedule	80% Complete	13/05/2022	Schedule to SIT completed. End to end schedule due 13 May 2022. Working on MBIE queries and updates.
M3a	Out of the Box Design	80% Complete	30/05/2022	Feature development of non-customised components complete. Review of third-party apps underway as to ensure compliance with Security requirements. MBIS Security upgrades complete. LNS still in progress New version of AIM-XM 2.11 released
M3b	Completion of Detailed Design	90% Complete	30/06/2022	Ongoing reviews of documentation. System Design Document and Report requirement in progress
M4	SIT Delivery	85% Complete	End August 2022	Data Migration – Dev and Testing Complete. Working on the NIST De duplication tool. • Milestone 2 SW – QA Testing ongoing on the NZ QA environment. • Milestone 3 development (Integra-ID). First release (end May) undergoing QA Testing on the NECAM QA environment. • NZ QA Data migration test scripts complete. NZ QA Testing to be executed on the newly stood up NZ QA Environment. Focus has been on development. Now also focusing on deployment, user manuals, training, support, and licensing.

Progress Towards Milestones-BCU				
M5	UAT Delivery	0% Complete	Jan 2023	Not Started
M6	Pre-Prod delivery	0% Complete	May 2023	Not Started
M7	Production delivery	0% Complete	July 2023	Delivery for DR test Go live – Aug 2023
M8	End of Early Life Support	0% Complete	Oct 2023	2 months past go live

Progress Towards Milestones IPE				
M1	Discovery Artefacts	100% Complete		Complete.
M2	Project Schedule	100% Complete		To be updated based on current hardware selection and supply chain issues.
M3a	Completion of Detailed Design	90% Complete	TBC Dependency on confirmation of hardware spec	IPE SDD has been reviewed to determine gaps and ensure correct interfacing with the BCU solution Hardware selection made by MBIE – issue with selected fingerprint scanner (component supply chain). Alternative available.
M3b	Delivery of NEC Test Plan	90% Complete	TBC Dependency on confirmation of hardware spec	Complete and in for review. Will require an update if the HW selection changes (Fingerprint scanner).
M4	Hardware Procurement	30% Complete	June 2022	SIT/UAT: MBIE has approved hardware required for testing can be purchased except for the mobile fingerprint scanner Laptops Delivered

Progress Towards Milestones IPE				
				- Toughpads delivered - Toughpad Docking Station on order. Delivery estimated to be Mid July. Passport scanners and fixed kit fingerprint scanners on order.
M5a	Delivery of NEC's IPE software phase 1: SIT	90% Complete	End August 2022	Now synced with BCU SIT Date. Smartscan updated as per MBIE's requirements.
M6	Delivery of NEC's IPE software phase 2: UAT	0% Complete	Jan 2023	Not started.
M7	Delivery of NEC's IPE software phase 3: Pre-Prod	0% Complete	May 2023	Not started.
M8	Support Establishment	11% Complete	TBC	Design is in progress, MBIE provided a draft support document – waiting on feedback to proceed with next steps.
M9	Delivery of NEC's IPE software phase 4: Production	0% Complete	May 2023 for DR test. July 2023. Go live Aug 2023	Not started.

Top 3 Risks			
#	Description	Impact	Mitigation
R1	Time it is taking to get the SDD requirement documents complete.	MBIE's ability to get approval to enter SIT Delay in information to MBIE for other vendors to do their development.	Approach to review and update the SDD adjusted to be based on prioritised sections to enable delivery of an "MVP" SDD that will help facilitate progression of the MBIE Architectural review process.
R2	Addressing all NFRs.	NFRs related to security to be addressed as condition to enter SIT Extension in SIT/UAT timeframe.	s9(2)(b)(ii)
R3	Testing schedule	As the testing is the last phase of the project, any delays or serious defects found during this period would have an impact on the schedule.	For MS 3, completed features are dropped into QA at the end of each sprint rather than the end of the milestone. Defects that are blockers and critical bugs are fixed as a high priority – within the same week as reported. Test plans across the three QA teams aligned to ensure early testing of key functionality, ensuring maximum test coverage, and avoiding duplication. Additional NZ QA environment stood up to increase testing velocity.

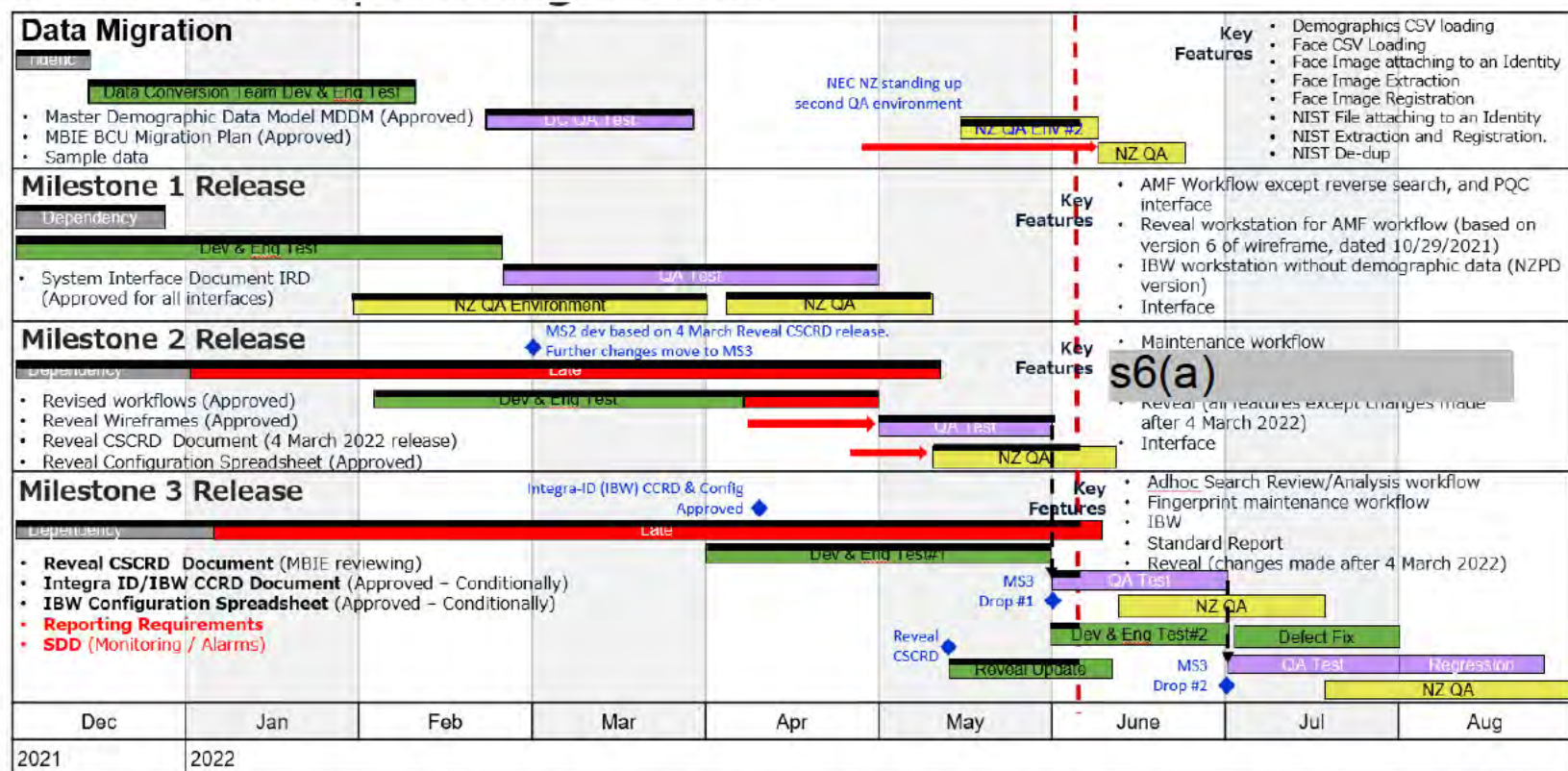
Top 3 Issues			
#	Description	Impact	Commentary
I1	Reporting Requirements document delayed	MBIE does not currently have a good understanding of the solution reporting capability and needs additional information from NEC to lift this understanding for appropriate decisions regarding reporting to be made.	NEC to create the reports as per the MBIE requirement. Format of each report (content and proposed layout) to be discussed with MBIE Decision made for NEC to develop the reports required by MBIE. 13 of the 21 reports complete. To be reviewed with MBIE and amended as required.
I2	Architectural Queries and requested information from other vendors not being responded to.	Impact to other vendors on the project as they are unable to complete their designs.	There is an internal NEC process for managing these and all queries. NEC have been focusing on the ones impacting the NES design and not focusing on those for the other vendors.
I3	Delay to entering SIT – target date now end August 2022.	Impacts overall project schedule.	Loss of key team members at NECAM and requirement for more testing time necessitates the use of the buffer discussed at meeting on 7 April. Continue to monitor for risks, mitigate issues and address any issues as soon as they are identified.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 29/04/2022

Actions						
AP#	Date	Action	Owner	Due by	Update/Comments	Status
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording.	s9(2)(a)		27/05/2022 - Internal NEC meeting complete – Support agreement will be dependent on the Operations Support document pending feedback from MBIE 10/06/2022 - s9(2)(a) provided feedback to s9(2)(a) with regard to the construct of the maintenance model. There are two outstanding questions for s9(2)(a) to get back to s9(2)(a) . 1. Are there three or four environments covered 2. Can NEC provide cost relief with the test environment from 100K faces to 2.5M face. Will be closed out by week of June 12th	Ongoing
AP#138	19/10/2021	Include burn down view of progress to SIT entry milestone in status reporting.	s9(2)(a)	Ongoing	26/5/22 NEC development team have provided a burn down chart that is now included in this report.	Proposed we close this
AP#154	08/03/2022	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway.	s9(2)(a)		9/6/2022 s9(2)(a) has raised queries that s9(2)(a) is working on. To include Wintel dependencies on IPE HW, Drivers, SW and documentation.	

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 29/04/2022

Current Schedule –Showing schedule to meet the end August date.



- Data Migration: complete and tested. Working on the De-dup Tool development. Second round of testing on second NZ QA environment
- MS1 (workflows): Now in QA testing Workflow testing ongoing with the Reveal screen development
- MS2 (Reveal): Development completed – End April. In NECAM and NZ QA testing
- MS3 (Integra-ID + Reporting): Dev completion date - end June. MS3 Drop #1 completed end May. In NECAM testing.
- NZ QA final testing to take place from mid-July for 6 weeks. Expected completion at end of August. Second NZ QA Environment stood up and in use.

MBIE Biometric Capability Upgrade and In Person Enrolment Weekly Report



Design Document Status – 11 May 2022

BCU Deliverables to MBIE	Brief Status
Reveal CSCRD	Conditionally approved – 12 May
Reveal Workflows	Conditionally approved – 22 April
Reveal User Interfaces - Wireframes	Conditionally approved – 22 April
Reveal Data Element Spreadsheet	Conditionally approved – 22 April
Integra-ID (IBW) CCRD	Conditionally approved – 8 April
Integra-ID (IBW) Configuration Spreadsheet	Conditionally approved – 8 April
IDme SDD System Design Document	Document review approach agreed with MBIE (Prioritised Sections). Issue Tracker established to track and monitor required document changes resulting from section reviews. Progressing planning to confirm dates for delivery of the SDD (includes MVP version vs Complete document).
IDme Reporting Requirements	Still in progress. 21 reports identified. 13 already developed. To be reviewed with MBIE and amended.
IDme Migration Plan	V1.8 - Approved Request for the IDME solution to provide a “fingerprint de-dup” process to identify the discrepancies of multiple fingerprint sets under same client ID. 1. During data migration To perform a 1: few on Client ID which has multiple identities to identify `possible wrong identity`. 2. After go-live To develop a batch tool to perform a 1: few on Client ID which has multiple identities to identify `possible wrong identity` for the entire database. MBIE will decide when to run the batch tool.

MBIE Biometric Capability Upgrade and In Person Enrolment Weekly Report



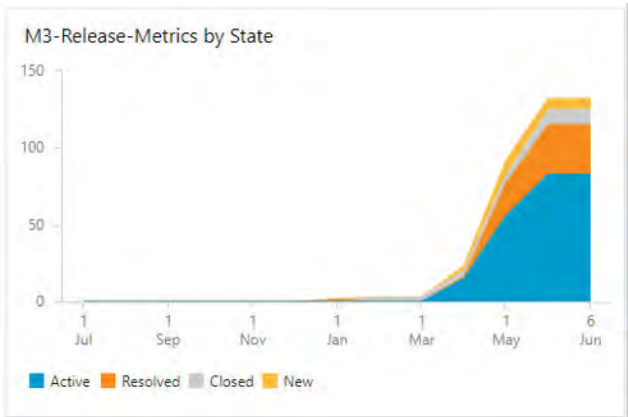
BCU Deliverables to MBIE	Brief Status
IDme System Interface Document IRD (All Interfaces)	Approved Update requested by MBIE: • Include details of the AMS DB Messages content. • Implement recent changes to DB16A message. ○ added "Biometric Capture Location" ○ Add skip details for IPE Face, Fingerprint and Travel Document
IDme Infrastructure Design	Approved
IDme Test plan	Approved
IDme Traceability	In progress. To be completed once the development documents are done.

IPE Deliverables to MBIE	Brief Status
Hardware Requirements	v2.2 received 16 March.
IPE SDD	MBIE has provided feedback. There is still an open issue being addressed. One outstanding item (AD).
IPE Hardware Specification	V0.5 Sent to MBIE for review – 22 April Comparison to be done between three candidates for the mobile fingerprint scanner. NEC has prepared equipment for this.
IPE Test Plan	IPE Test Plan almost ready for approval. To be updated once all HW is confirmed.
IPE Traceability	In progress. Has been updated with the latest information in the SDD.

Milestone 1 –3 development Status – 7 June 2022

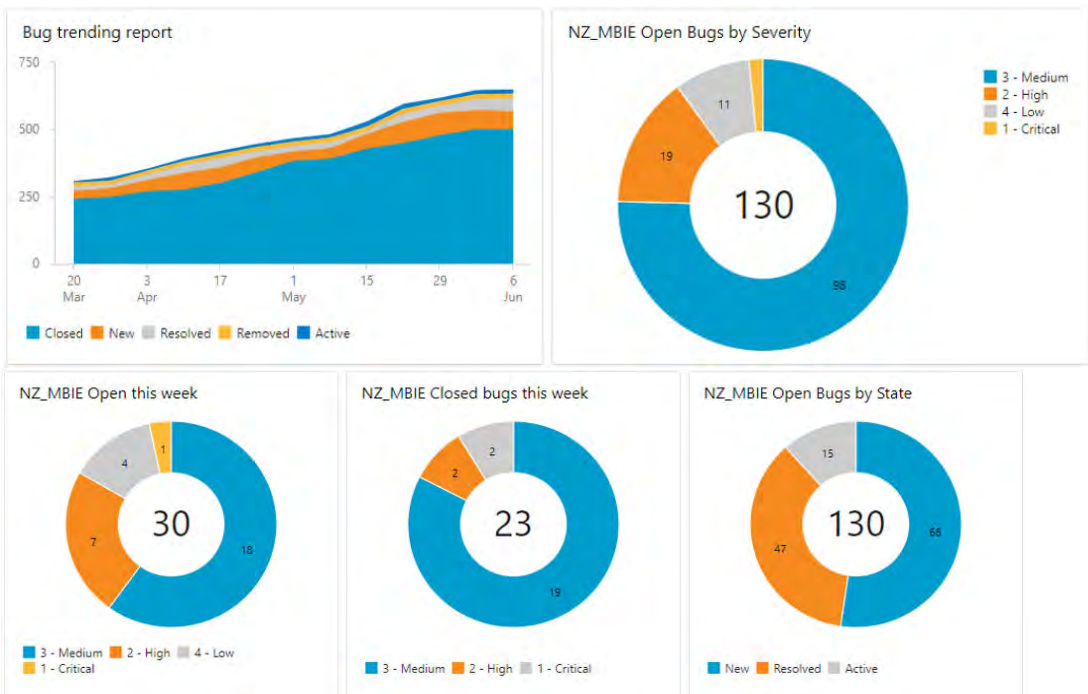
For MS3, the Reveal development that had not been completed in MS2 due to the changes being made in the Reveal CSCRD document needed to be scoped into MS3 after the CSCRD was approved on 12 May.

In April a second team was allocated to the MBIE project. This team is working on the Integra-ID (IBW) that is the key feature in MS3. The remaining Reveal work does not impact the MS3 delivery date.



Defect tracking

Number of defects increased this week as the NECAM QA team start smoke testing the MS2 release as well as additional testers have been added to the NECAM QA team. The new defects are being reviewed by the development team to determine the cause of the defects. We are monitoring the rate of defect closure to ensure that this does not become unmanageable.

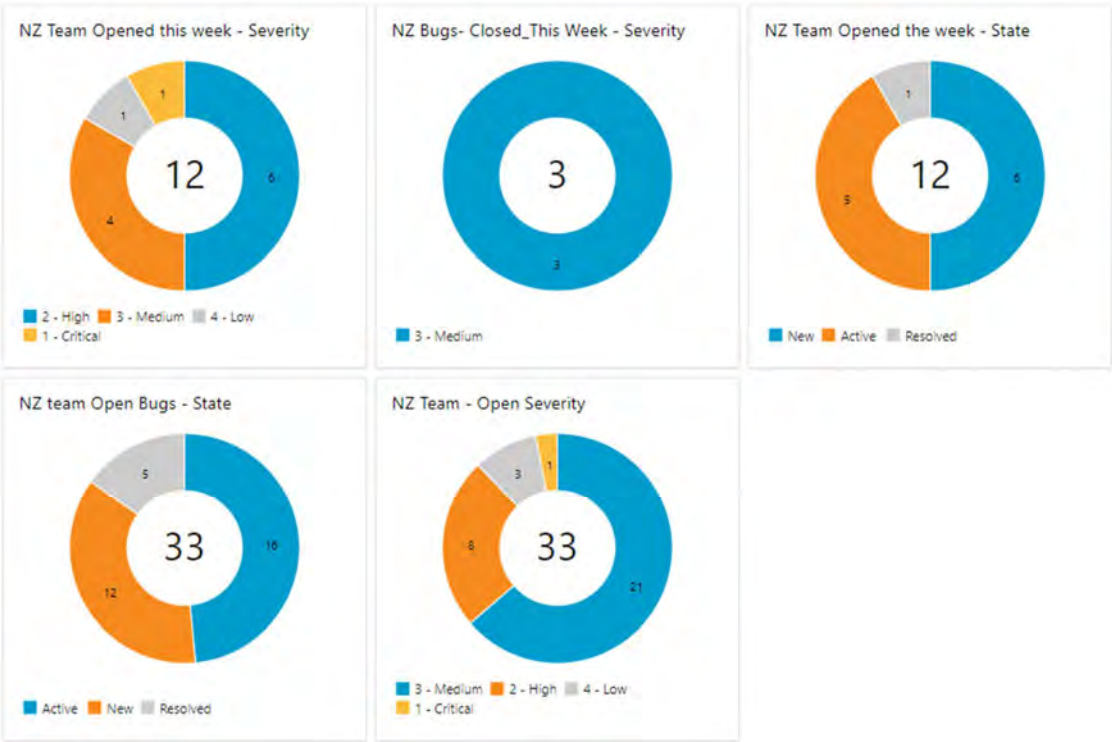


Defect Burndown chart for development testing and QA Testing.



Milestone 1 –2 NZ QA testing Defect Status – 7 June 2022

The following is the defects raised by the test team in NZ who are testing the MS1 and MS2 against the MBIE based use cases.





BCU Project Steering Group Meeting Minutes

Date & Time	Tuesday 14 June 2022, 11.30am-12.30pm
Location	Meeting held online via Teams
Agenda	Agenda
Members	s9(2)(a)
Attendees	s9(2)(a) s9(2)(a)
Apologies	s 9(2)(a) Stephen Dunstan, s 9(2)(a) Robyn Moriarty, s 9(2)(a)
Documents	Previous minutes 31 May 2022

1. Project update and briefing ahead of NEC participation

- Previous Minutes from last meeting accepted.
- Actions reviewed and updated.
- From the Showcase held last week, some of the underlying functionality wasn't visible in the presentation and it was hard to follow at times. However, some good news from the team is that it appears more of the workflows than expected were visible when reviewing the meeting recording.
- SDD design closeout continues to be a focus with NEC.

2. NEC attendance 11:35am, s9(2)(a)

- NEC took the governance report as read.
- NEC's first Showcase was held last Thursday 9th June. The BCU team has reviewed the recording of the session and provided feedback to NEC.
- The MBIE team acknowledged it was good to see a live working system as it helps to provide confidence of progress on readiness of the solution for deployment to MBIE environments starting end of August.
- NEC confirmed they are still on-track to drop Milestone 3 into their local QA environment at the end of June and are still on-track for SIT entry at the end of August.
- The SDD is still progressing. s9(2)(a) is now managing the delivery of this artifact and working closely with s9(2)(a) and the wider MBIE team.
- Both teams are now working through the SDD a section at a time and using the revised layout format agreed to. This approval is a mandatory step for deployment of the NEC solution to SIT. A minimum of good quality content that covers the solution is required in the document, so the focus is on that, not appearance/formatting.
- Timeframes for completion of the SDD will be provided in a plan currently being worked on by s9(2)(a) to the MBIE team within the next 48 hours.
- MBIE reiterated the critical path importance of completing the SDD which must be by the end of July at the latest.
- The NEC actions were reviewed and updated.

- The Steering Group asked NEC about a date for the next Showcase. It is expected it will take place in around 3 to 5 weeks, but a date could not be specified. NEC will come back with a proposed date.
- **Action:** NEC to provide a plan and timeframe for the SDD this week.
- **Action:** NEC to propose a date for the next Showcase in 3-5 weeks (between 5th-19th July 2022).
- **NEC left the meeting at 11:52am**

Post NEC Progress Update Discussion

3. Commercial Update:

- The NEC MSA extension has been submitted for approval.
- s9(2)(b)(ii) [REDACTED]
- With the support agreement, the BCU team are working through this and aligning to the standard MBIE support model as much as possible. Further engagement with NEC on support is scheduled next week.

4. Project Update:

- Many vendors are now in a waiting phase for SIT., Datacom, and DXC are making final changes and resolving minor testing bugs. Theta are progressing the APIM work in the Azure space. Deployment into SIT for IQ Office is going well.
- Multiple migration streams are in underway. Minor bugs have been identified and are being resolved..
- Tuning of biographic data and biometric facial images continue..
- The focus continues to be with NEC on design and getting visibility of their build progress.
- Mobile fingerprint scanner testing is in progress: This activity is focused on testing of a replacement model for the model previously selected, that is now not available due to supply chain issues. A point raised to be considered is whether a suitable device can be utilised for initial testing with a view to obtaining the desired model later/prior to production cutover. It was noted there would be more required than simply swapping out one device for another this this course was followed, as software changes would also be required.
- Resourcing: There are quite a few project resources coming off contract over the next few months. These are all being progressed through the renewal process as they fall due. A standard statement will be provided by the business partner to provide confidence regarding the project's ability to fund the renewed contracts..
- The BCU team are scoping the DDI true cost recovery model impact on the project budget. This additional unplanned cost will be included and itemised in revised forecasting in the new CR which s9(2)(a) is working on (CR#4).

5. Risks & Issues:

- s9(2)(b)(ii) [REDACTED]
- s9(2)(b)(ii) [REDACTED]

The meeting ended at 12:05pm

6. Open Actions – NEC

AP#	Date	Action	Owner	Update/Comments
AP#154	08/03	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway. NEC couldn't provide a date for when this will be provided to MBIE, but this will be followed up and provided to MBIE by s9(2)(a) along with an update on progress in tracking back to the requirements.	s9(2)(a)	14/06: s9(2)(b)(ii) [redacted] End of this week 17/6/22 deadline to be provided to MBIE. 31/05: The revised schedule has been reviewed. It is not complete. NEC acknowledge this and they will continue to work on updating. NEC to provide completion date. 17/05: Schedule received from NEC. To monitor as not yet reviewed by MBIE 03/05: The NEC end-to-end schedule is yet to be received. NEC committed to providing this by CoP 3 May (as at the date of minutes being finalised, 9 May 2022 this was still yet to arrive from NEC). 07/04 not complete enough. Further updated version to be provided today. 07/04: Revised schedule for review received today from NEC. 22/3: s9(2)(a) to expedite the sessions on the end-to-end schedule with the MBIE team as it is a dependency. By end of this week s9(2)(a) will update MBIE on a date for this if this can be sooner than 12 April. 08/03: Opened.
AP#138	19/10	Include burn down view of progress to SIT entry	s9(2)(a)	14/06: MBIE awaiting a view that tracks against milestones. s9(2)(a) will follow

AP#	Date	Action	Owner	Update/Comments
		milestone in status reporting.		this up with the NECAM team. 17/05: Request for NEC to improve presentation of info 07/04: This week's NEC report contains several graphs depicting progress. NEC will need to walk the group through the graphs and the underpinning measurement detail to clarify the information being shown. 22/03: Still a work in progress. Carried over. 08/03: Carried over 22/02: Will be discussed as part of the Reporting review session scheduled for this week. 08/02 : Again discussed as part of reporting in general and stressed that this is a mandatory requirement to provide visibility of progress toward critical milestones. Some indication of the build status has been included in this week's governance reporting. 01/02 : Again discussed at this meeting. No visibility provided yet. See commentary in minutes 14/12 Yet to be incorporated into weekly status reporting, and again discussed as being required. Will be addressed when NEC commence reporting against the schedule. 22/11 Yet to be incorporated into reporting 02/11 Requested. Yet to be incorporated into reporting. 19/10 In progress.

AP#	Date	Action	Owner	Update/Comments
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording	s9(2)(a)	14/06: Still with MBIE to work through, a session is scheduled on this for next week. 31/05: MBIE are progressing a SOM document incorporating material from the paper provided by NEC. A first draft will be shared shortly. Model for the Maintenance fee is being reviewed by MBIE. No further action required by NEC at this point. 03/05: Clarifications received from NEC, walkthrough scheduled for this week. 07/04: A list of questions/clarifications has gone back to NEC on the proposed Maintenance Model. 22/03: Discussions re maintenance and licensing cost model continue. NEC preparing a draft support SoW for discussion. 08/03: Discussed and agreed to reactivate. 01/02: Carried over. Focus on design closure has restricted ability to respond to material provided by NEC prior to Christmas. 14/12 No change. Discussed during today's meeting and new action raised s9(2)(a) to set up next workshop session. 22/11 Daft Document for review received from NEC during the period. Design documentation finalization is the key focus currently so further work will likely be delayed till the new year.

AP#	Date	Action	Owner	Update/Comments
				02/11 Next meeting scheduled for 4 th November 19/10 In progress with NEC. 06/10 Initial meeting held. NEC to propose support framework to MBIE. 21/09 NEC have scheduled an initial meeting to start this activity. 07/09 Update not provided
#AP165	14/06/22	NEC to provide a plan and timeframe for the SDD this week.		14/6 Opened
#AP166	14/06/22	NEC to propose a new date for the next showcase, to take place within 3-5 weeks (which will be between 5 th – 19 th July 2022).		14/6 Opened

7. Open Actions - MBIE

AP#	Date	Action	Owner	Update/Comments
AP#				

8. Decisions

D#	Date	Decision	Project Server Ref
D#01	14/07/20	Merge the BCU and IPE Projects and submit one change request.	D00357
D#02	10/09/20	The upgraded solution will continue to be called IDme.	D00387
D#03	10/09/20	Elevate Reference Group to Steering Group with new ToR and include Vendors to attend by Invitation.	D00396
D#04	20/11/20	Stephen directed the contracting of s9(2)(a) via INZ to be completed as soon as possible to mitigate the technical risk to the project.	NA
D#05	15/12/20 04/05/21	Decommissioning of IGMS IDme to be a separate project. (no longer in BCU project scope) Note this decision has been reversed. Decommission will remain in scope for CR03.	D00441

9. Recently Closed actions

AP#	Date	Action	Owner	Update/Comments
AP#162	31/05/22	Provide NEC advice in writing today to re-emphasise what MBIE need from showcase incl. preferences and priorities	s9(2)(a)	New - closed
AP#163	31/05/22	s9(2)(b)(ii)	s9(2)(a)	New - closed
AP#164	31/05/22	Prepare subsequent report-back to ICDC re: finance, showcase and any change request or recommendation	s9(2)(a)	New – addressed, CR.
AP#161	17/05/22	Reword draft NEC response letter	s9(2)(a)	31/5 Response letter has been reworded. Stephen confirmed it has gone to NEC. Closed



3644 Biometric Capability Update - Project Status Report - 22 Jun 2022

Project Summary:	A project to significantly upgrade the biometrics matching software that is the source of identify information for all non-New Zealanders. Out-dated, complex and inflexible software will be updated so that it is fit for purpose, secure and reduces ongoing costs.		
Business Owner:	s9(2)(a)	Project Manager:	s9(2)(a)

1. EXECUTIVE SUMMARY:

% Complete	68%	
Overall Status		
	Comments	Status as at 20/06/2022 Overview: The focus at the delivery level continues to be the drive to close out and approve all NEC detailed design(s) documentation. s9(2)(b)(ii) The overarching design document (SDD) which includes the non Functional Requirements has been progressed further via the revised approach agreed last month s9(2)(b)(ii) NEC showcased several aspects of the MBIE solution on a working system to project members and stakeholders during the month. This was an early look at the solution to be deployed to the SIT environment at the end of August. Although not complete it did provide some confidence the solution is progressing and the milestone date will be met. The project continues to make good progress on work with other vendors where possible and where not impacted by NEC delays. As previously reported several vendors have now moved to a holding situation or are paused with their deliverables ready for deployment into SIT at the end of August. The project continues to look for options to 'skinny' down costs to assist with the project remaining within its approved funding with the now extended delivery duration; this is primarily around vendor effort and internal resourcing. Current project forecasting has been re-phased out into FY 22/23. All project funding is being reviewed with the assistance of the finance business partner. A new change request for an extended delivery duration and additional funding will be submitted to the July governance cycle. Specialist internal resource has been engaged to assess the system licensing proposal put forward by NEC as fair and reasonable. NEC senior stakeholders from NZ and America remain engaged and in attendance at the project Steer Group meetings to provide status update on escalations, progress and answer queries directly. The SIT Entry milestone date remains critical to the revised delivery schedule. NEC have moved this date to the end of August. The situation is being monitored closely. High priority Issues include: • Close out and Approval of all NEC design documentation • Alignment of re-planning timeframes with NEC end to end delivery schedule • Publication of a new integrated and confirmed project delivery schedule ready for base lining • Development of a revised 'go-to-green' plan Actions being taken to mitigate key risks and issues, including: • Close monitoring of Covid impacts on NECAM development resources • Escalation by INZ to NEC of the failure to meet the SIT Entry milestone, delayed progress on completion of design documents. This includes direct discussion with Japanese and American NEC management. • The BCU Project Steering Group continues to actively monitor project status, currently meeting fortnightly. A progress update at these meetings from the key vendor (NEC) stakeholders from both NZ and USA forms part of this monitoring. • The Business Owner is working closely with the Project Director and Project Manager to support remediation of key issues and risks. • A weekly business stakeholder and SME meeting is in place.



Phase	Deliver	Start Date	22 Aug 19	End Date	15 Dec 23	Active Risks	16	Active Issues	5
-------	---------	------------	-----------	----------	-----------	--------------	----	---------------	---

2. RAG STATUS SUMMARY:

Section	Prev. Status	Curr. Status	Comments
Budget	A	A	Funding required to complete delivery of the project is being reviewed as part of re-planning..
Schedule	R	R	A revised draft schedule has been validated with all vendors and is pending CR#4 approval. Once an approved schedule is in place it will be uploaded to Project Server
Scope	A	G	The project scope is clear
Risks	R	R	s9(2)(b)(ii)
Issues	R	R	s9(2)(b)(ii)
Resources	A	A	Resourcing remains Amber. Some contract roles have been renewed, and recruitment is active to replace 1 x senior business analyst.
Benefits	G	G	Benefits remain Green
Status Key: G=On Track A =Plan in dev or awaiting resolution / Result R = Governance attention required			Prev. Status Date: 23 Dec 2021

3. PROGRESS SUMMARY POINTS:

Progress Since Last Report:	Upcoming activities for next period:
Overall Updated BCU Project Schedule with NEC dates and socialised Designs, Build & System Test NEC IDme and IPE SDD designs progressed NEC Reporting design received for review NEC build and system test progressed InTech IQ Office build and system test completed Theta API development and system test progressed DXC AMS residual build and defect fixes progressed Datacom Wintel team engaged Tuning InTech Biographic Tuning progressed NEC Biometric (Face) Tuning progressed	Designs, Build & System Test Complete and approve remaining NEC Designs Complete Theta development and system testing Progress AMS residual build and defect fixes Commence Wintel IPE hardware certification Tuning Complete InTech Biographic Tuning Progress NEC Biometric (Face) Tuning Deployment to SIT Complete InTech IQ Office deployment to SIT incl. Whitelisting Commence migration of data from old IQ Office to new IQ Office Migrations in MBIE environments



Deployment to SIT InTech IQ Office deployment to SIT commenced Migrations in MBIE environments Capture Notes migration plan approved Various migration defect fixes progressed Support Commenced SLA stream with NEC Commenced SOM clarification of roles/responsibilities	Continue various early migration streams
--	--

4. MILESTONE PROGRESS:

Milestones	Baseline	Forecast	Status
Project Brief Approved	01 Nov 18	01 Nov 18	◆
Business Case Approved	22 Aug 19	22 Aug 19	◆
BCU Project Change Request CR02 & Subsequent Memo Approved	12 Aug 20	12 Aug 20	◆
Go Live Approved	16 Jul 22	25 Aug 23	◆
Project Closure Report Approved	30 Nov 22	15 Dec 23	◆

Status Key: ◆ Milestone Complete ◆ < 8 days later then baseline ◆ between 8 and 30 days after baseline ◆ No Baseline
 ◆ Is Overdue or is > 30 days from baseline date, where overdue is where [Forecast] < Report "as at date" and Milestone if not marked as complete

5. FINANCIAL PERFORMANCE SUMMARY:

For the Period Ending Jun 30, 2022

Current Year Financial Summary	YTD Actuals	Current Year Forecast	Current Year App. Funding	Forecast Variance to App. Funding
Capex Spend	\$1,691,150	\$4,095,761	\$6,024,000	\$1,928,239
Opex Spend	\$1,454,390	\$433,159		(\$433,159)
Full Project Financial Summary	LTD Actuals	Total Forecast	Total App. Funding	Forecast Variance to App. Funding
Capex Spend	\$9,099,235	\$23,119,033	\$22,151,986	(\$967,047)
Opex Spend	\$1,454,610	\$433,379	\$46,272	(\$387,107)

6. ESCALATED RISKS FOR THIS PROJECT:

ID	Description	Treatments And Controls	Inherent Risk Score	Controlled Risk Score	Status
8319	IF all requirements for NEC cannot be delivered via NEC's base product set and approved customisations THEN 1) the business may lose functions currently available via current systems or 2) the business may need to change their business process or 3) the solution may move to another BCU vendor to deliver in lieu of NEC.	1. Request itemisation from NEC where requirements are not available out-of-the-box 2. Review technical options where NEC are unable to deliver an OTB solution 3. Determine if business are able and/or willing to change their business processes, or an alternative acceptable workaround is available, to compensate for the solution shortcoming.	High	Medium	Open



7890	IF NEC deliverables are not tracked to the requirements effectively during the delivery of the project THEN INZ may need to go live with limited capability, or postpone go-live until the full requirement set is delivered	1. Additional Business Analyst engaged to assist with BCU Requirements reconciliation and elaboration 2. Ensure NEC testing, through review of their test plan, is traceable to all the requirements at a detailed level 3. Ensure the INZ Test Plan is traceable to all the requirements at a detailed level Request early demo during wire frame stage.	High	Medium	Open
9242	IF NEC do not complete their design, build and testing activities prior to end of August 2022 THEN the BCU project delivery schedule will slip, August 2023 Go Live will not be met, and there will be a further associated cost impact.	- Exemption for NEC outstanding designs prior to SIT entry (end Aug 2022). - Showcase scheduled for 21 July to show early visibility of the NEC solution. - Escalation through Steering Group. - Continued offer of MBIE resources to assist with design. - A plan from NEC around SDD designs. - MBIE has requested visibility and review of NEC test defects leading up to SIT entry.	High	High	Open
8144	IF BCU Designs are not complete and/or sufficiently elaborated THEN the BCU solution may not work correctly or it may not meet the business needs	1. In parallel to Requirements reconciliation completion, project to assess any impacts of requirements gaps against Design completion and remediate as needed 2. Ensure the detailed design is traceable back to all requirements at a detailed level (and that Requirements are sufficiently elaborated).	High	Medium	Open
8295	IF there are delays to the overall duration of the project THEN the suppliers who have interdependencies across the contracts for their deliverables may raise variations to their contracts resulting in an increase in the costs to the project.	1. Hold suppliers accountable for providing their deliverables in particular those that form the interdependencies 2. Ensure that MBIE provides its dependencies to the Suppliers in line with the project plan 3. Document any examples of customer-caused delay including the actual duration to avoid a conflation of customer and supplier delay.	High	High	Open
9241	IF NEC are unable to provide local technical expertise for ongoing support THEN the service to INZ business continuity may be compromised.	1. Ensuring support agreements with NEC provide assurance of locally available technical resource. 2. Ensure that support agreement SLAs are acceptable to the INZ business owners. 3. Visibility of ongoing investment in local technical resource by NEC.	High	High	Open
8507	IF NEC milestone dates are unable to be aligned THEN the current draft schedule for August 2023 Go Live implementation will not be achievable	1. Work with NEC to identify acceptable methods to claw back their dates to align with the schedule; - break design down into component areas - advance some build activity in parallel to full detailed design completion - review underlying schedule	High	High	Open



		approach for possible optimisation - request from NEC a detailed end-to-end schedule for the project going forward through to completion. 2. Commercial breach notice issued to vendor for missed milestones.			
9245	s9(2)(b)(ii)		High	High	Open
9240	s9(2)(b)(ii)		High	High	Open

7. ESCALATED ISSUES FOR THIS PROJECT:

ID	Title	Treatment Actions	Priority	Due Date
1857	No End to End NEC Delivery Schedule	- Outline importance to NEC Stakeholders - Review progress at delivery level with NEC PM - Agenda Action item for NEC at Steering Grp meeting	High	16 May 22
1773	NEC SIT Entry Delay	Re-plan project Reduce immediate project costs where possible Manage other vendors	High	31 Jan 22
1439	NEC have not met their initial BCU IDme v2 milestones due 30-Sep-20 and Variation date 13-Sept-21	- Escalate issue to Stephen Dunstan to raise with s 9(2)(a) - Obtain confirmed delivery dates for missed NEC milestones - Assess impact to overall BCU project schedule	High	16 May 22

*** 8. DEPENDENCIES WITH OTHER PROJECTS: None ***

9. ESCALATED DECISIONS FOR THIS PROJECT:

ID	Title	Decision	Decision Status	Decision Date
D00425	BCU & ADEPT AMS Code Merge - Approval	ADEPT AMS code changes will be merged with BCU AMS code Changes. ADEPT are scheduled to Go-Live with their first release in July 2021. BCU AMS code will	Approved	11 Dec 2020



		be dormant/disabled for the majority of the release until such time as BCU Go-Live occurs.		
--	--	--	--	--

*** 10. ESCALATED ASSUMPTIONS FOR THIS PROJECT: None ***

11. VENDOR PERFORMANCE RAG STATUS:

Vendor	Agreement	Time	Cost	Quality	Resource
NEC	Master ICT Agreement between MBIE and NEC New Zealand Limited	A	G	A	G
		Time: MIL02 - Deliver Schedule 15 September and MIL03 - Deliver Detailed Design 30 September has been missed. Escalated and being actively managed. New date for Detail Design delivery various design artifacts Jan – Apr 2022. Quality: Raised quality assurance issue with NEC, noting this is not just the Project Manager but up to NEC to ensure quality of the deliverables.			

**MBIE Biometric Capability Upgrade and In Person Enrolment
Governance Report 23/06/2022**



BCU Overall RAG Status		Mitigation
Commentary of overall status	MS3 second drop now in test on NECAM QA and NZ QA environments. One Environment still being used for MS2 testing. MS3 to be loaded once smoke testing completed. Target SIT entry still end of August however this timeframe is at risk due to updated AMS and s6(a) provided by MBIE. IDme SDD document in progress.	QA testing has been optimised as to ensure coverage and minimize test duplication Additional resource being assigned to the project at NECAM and NEC NZ – including second NZ QA Environment. Created a focus team to work on the SDD as the development team are focusing on completing the MS3 development. NEC are evaluating the impact of updated AMS and s6(a)
IPE Overall RAG Status		Mitigation
Commentary on overall status	IPE SDD in progress. Ordering the kits for SIT/UAT/Pre-Prod Note: the Toughpad docking stations has a long lead item. Mobile Fingerprint Scanner to be selected by MBIE	Testing of additional fingerprint scanners for the Mobile kits to be done. Hardware was provided to MBIE on 16 May. Initial orders were placed early, and goods are being airfreighted to NZ.

RAG Status of key Measures BCU		
Scope		Updated delivery plan for BCU SDD provided to MBIE. Final updates being applied following review of the Infrastructure and Security sections. Next 3 sections being reviewed for delivery to MBIE for review next week. Reporting documents - information per report identified. Report layouts near complete.
Budget		NEC project cost unchanged. Maintenance and support now being discussed.
Schedule		Target SIT entry date remains end of August 2022. This date is expected to move out once the impact of the updated AMS s6(a) provided by MBIE is understood.
Resource		Second NZ QA environment stood up and now in use. Will assist in testing progress as well as allow non testing activities to take place without impacting the QA process. These activities include the data migration testing, capturing screenshots for user manuals. Planning in place to cover USA summer holiday period. RAG amber as any impact to key person availability is a risk being actively managed.
Commercial		Licensing, Support and Maintenance under discussion.
Relationship		Relationship still in amber. NEC remains committed to delivering a quality solution for MBIE.

Progress Towards Milestones-BCU				
M1	Discovery Artefacts	100% Complete		Complete
M2	Project Schedule	80% Complete	13/05/2022	Schedule to SIT completed. End to end schedule still being finalised.
M3a	Out of the Box Design	80% Complete	30/05/2022	Feature development of non-customised components complete. Review of third-party apps underway as to ensure compliance with Security requirements. MBIS Security upgrades complete. LNS still in progress New version of AIM-XM 2.11 released
M3b	Completion of Detailed Design	70% Complete	30/06/2022	Ongoing reviews of documentation. System Design Document and Report requirement in progress Interface requirement document to be updated with the latest AMS s6(a) provided by MBIE.
M4	SIT Delivery	85% Complete	End August 2022	Data Migration – Dev and Testing Complete. Working on the NIST De duplication tool. - Milestone 3 development (Integra-ID). Second release undergoing QA Testing on the NECAM QA environment - NZ QA Data migration test scripts complete. NZ QA Testing to be executed on the newly stood up NZ QA Environment. Focus has been on development. Now also focusing on deployment, user manuals, training, support, and licensing.
M5	UAT Delivery	0% Complete	Jan 2023	Not Started
M6	Pre-Prod delivery	0% Complete	May 2023	Not Started
M7	Production delivery	0% Complete	July 2023	Delivery for DR test Go live – Aug 2023
M8	End of Early Life Support	0% Complete	Oct 2023	2 months past go live

Progress Towards Milestones IPE				
M1	Discovery Artefacts	100% Complete		Complete.
M2	Project Schedule	100% Complete		To be updated based on current hardware selection and supply chain issues.
M3a	Completion of Detailed Design	90% Complete	TBC Dependency on confirmation of hardware spec	IPE SDD with MBIE for acceptance Initial mobile hardware selection made by MBIE no longer available. MBIE undertaking process of selecting an alternative.
M3b	Delivery of NEC Test Plan	90% Complete	TBC Dependency on confirmation of hardware spec	Complete and in for review. Will require an update if the HW selection changes (Fingerprint scanner).
M4	Hardware Procurement	For SIT/UAT - 40% Complete For Prod - to be purchased after SIT.	June 2022	SIT/UAT: MBIE has approved hardware required for testing can be purchased except for the mobile fingerprint scanner - Laptops Delivered - Toughpads delivered - Toughpad Docking Station on order. Delivery estimated to be mid-July. On track Passport scanners and fixed kit fingerprint scanners on order.
M5a	Delivery of NEC's IPE software phase 1: SIT	90% Complete	End August 2022	Now synced with BCU SIT Date. Central LMS now installed on the NZ QA Test Environments. IPE Equipment now connected to the Test Environments. Testing now underway.
M6	Delivery of NEC's IPE software phase 2: UAT	0% Complete	Jan 2023	Not started.
M7	Delivery of NEC's IPE software phase 3: Pre-Prod	0% Complete	May 2023	Not started.
M8	Support Establishment	15% Complete	TBC	Design is in progress. MBIE has provided a Service Level agreement for IDme/BCU which is under review.

Progress Towards Milestones IPE				
				This will be incorporated into the Support document and returned for further review with MBIE. MBIE will provide Datacom contact details to enable NEC to discuss Datacom's Unified Services Management document which outlines how NEC will interact with Datacom.
M9	Delivery of NEC's IPE software phase 4: Production	0% Complete	May 2023 for DR test. July 2023. Go live Aug 2023	Not started.

Top 3 Risks			
#	Description	Impact	Mitigation
R1	Reporting Requirements document delayed. Now with MBIE for acceptance.	MBIE does not currently have a good understanding of the solution reporting capability and needs additional information from NEC to lift this understanding for appropriate decisions regarding reporting to be made.	NEC to create the reports as per the MBIE requirement. Format of each report (content and proposed layout) to be discussed with MBIE. Decision made for NEC to develop the reports required by MBIE. 13 of the 21 reports complete. To be reviewed with MBIE and amended as required.
R2	Having the IPE Smartscan SW ready and tested for Wintel 6 weeks prior to the SIT entry date. There is still security work to be done and tested during July.	Wintel will not have the requested time to complete their creation and provision of a configuration file for Datacom to deploy into SIT.	MBIE to consider if this is a risk to the data security for the short period. NEC to provide the fully tested secure Smartscan SW 6 weeks before the second NEC SW instal after the Data Migration process.

R3	Testing schedule	As the testing is the last phase of the project, any delays or serious defects found during this period would have an impact on the schedule.	For MS 3, completed features are dropped into QA at the end of each sprint rather than the end of the milestone. Defects that are blockers and critical bugs are fixed as a high priority – within the same week as reported. Test plans across the three QA teams aligned to ensure early testing of key functionality, ensuring maximum test coverage, and avoiding duplication. Additional NZ QA environment stood up to increase testing velocity.
----	------------------	---	--

Top 2 Issues			
#	Description	Impact	Commentary
I1	Time it is taking to get the SDD requirement documents complete.	MBIE's ability to get approval to enter SIT Delay in information to MBIE for other vendors to do their development.	Approach to review and update the SDD adjusted to be based on prioritised sections to enable delivery of an "MVP" SDD that will help facilitate progression of the MBIE Architectural review process. MBIE have advised that completion of the SDD document review should not impact the delivery of the NEC software at end August milestone.
I2	AMS Messaging Structure requirements and s6(a) – updated version of relevant documents received on 22 June 2022. This creates additional development and testing work for NEC.	Rework will impact the development and testing schedule and cost.	Impacts the SW Development, testing as well as the test environments as the system that the IDme MBIS interface to are simulated and also need to be changed. NEC are assessing impact to time and cost and will advise via change request.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 29/04/2022

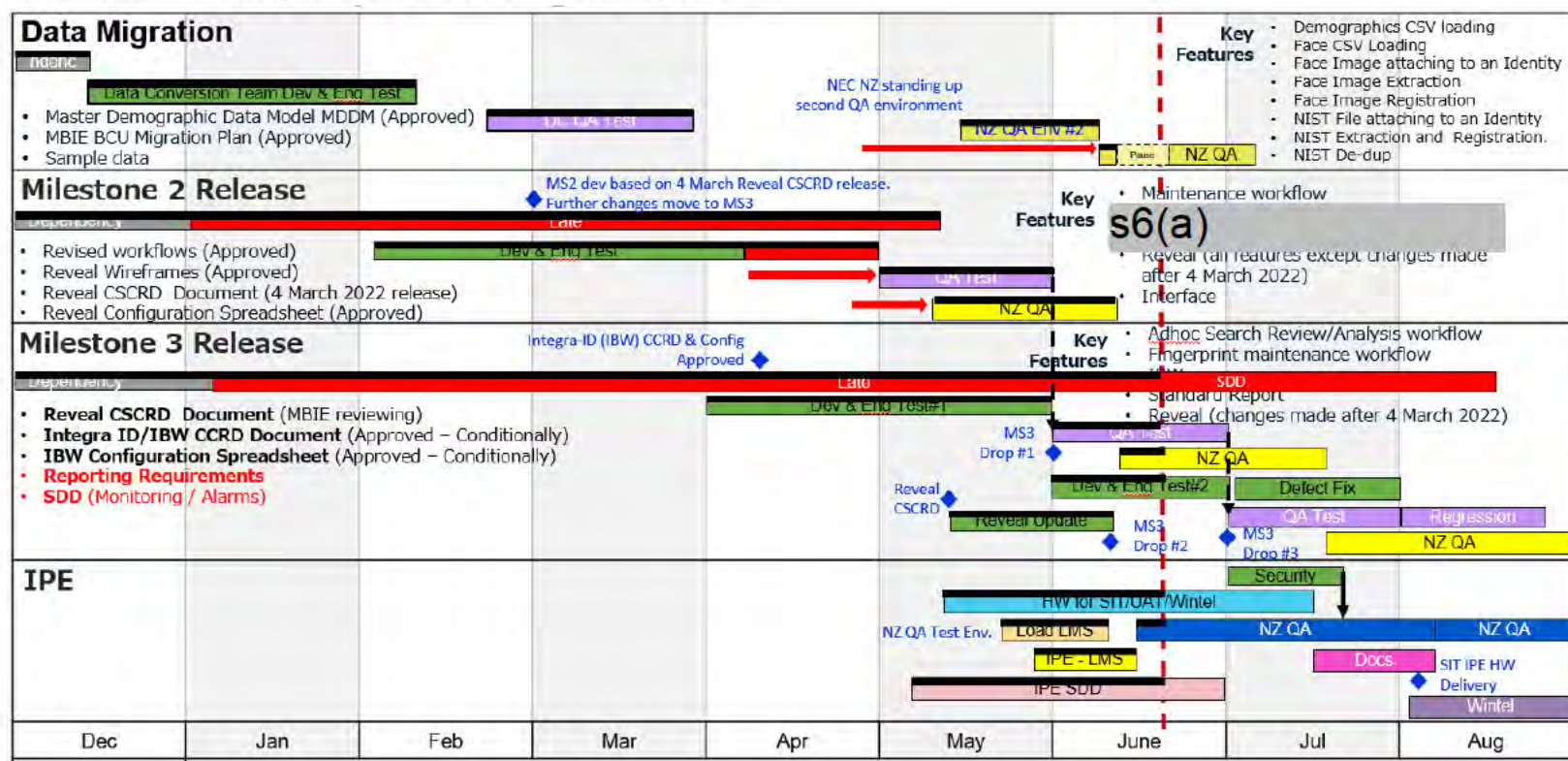
Actions						
AP#	Date	Action	Owner	Due by	Update/Comments	Status
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording.	s9(2)(a)		23/06/22 Met with MBIE 21/6/2022 and progressing the support agreement. MBIE have provided documentation outlining their expectation. This will be processed internally, and feedback provided mid-July. 23/06/22 Feedback to s9(2)(a) with regard to the construct of the maintenance model. Two outstanding questions that need action by MBIE. 1. Are there three or four environments covered There are 4 permitted 'environments' not restricted in any other domain, as per EULA. 2. Can NEC provide cost relief with the test environment from 100K faces to 2.5M face. We need a proper change request, per governance.	Ongoing
AP#138	19/10/2021	Include burn down view of progress to SIT entry milestone in status reporting.	s9(2)(a)	Ongoing	26/5/22 NEC development team have provided a burn down chart that is now included in this report.	Proposed we close this

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 29/04/2022

Actions						
AP#	Date	Action	Owner	Due by	Update/Comments	Status
AP#154	08/03/2022	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway.	s9(2)(a)		9/6/2022 s9(2)(a) has raised queries that s9(2)(a) is working on. To include Wintel dependencies on IPE HW, Drivers, SW and documentation.	
#AP165	14/06/22	NEC to provide a plan and timeframe for the SDD this week.	s9(2)(a)	17/06/22	Plan for delivery of the completed SDD document provided to MBIE. The plan incorporates the effort required to respond to queries and apply relevant updates to the document but may have an impact on the ability for MBIE to obtain Architectural review forum approval prior to commencement of NEC build into SIT.	Closed
#AP166	14/06/22	NEC to propose a new date for the next showcase, to take place within 3-5 weeks (which will be between 5 th – 19 th July 2022).	s9(2)(a)	28/06/22	23/06/22 Next showcase set for 21 July Interim review with the MBIE QA team – 6 July	Closed

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 29/04/2022

Current Schedule –Showing schedule to meet the end August date.



- Data Migration: complete and tested. Working on the De-dup Tool development. Paused as NZ QA environments used for MS3 smoke testing
- MS3 (Integra-ID + Reporting): Drop #2 in NECAM QA and one NZ QA Environment for smoke testing.
- NZ QA final testing to take place from mid-July for 6 weeks. Expected completion at end of August.
- NZ QA final testing to take place from mid-July for 6 weeks. Expected completion at end of August. Second NZ QA Environment stood up and in use.
- IPE – LMS loaded onto NZ QA Environments. IPE to LMS connections tested. Full IPE function testing to commence.
- IPE Hardware for SIT/UAT/Wintel ordered. Longest lead time item the Toughpad docking station. Mobile fingerprint scanner still to be selected.

Design Document Status – 11 May 2022

BCU Deliverables to MBIE	Brief Status
Reveal CSCRD	Conditionally approved – 12 May
Reveal Workflows	Conditionally approved – 22 April
Reveal User Interfaces - Wireframes	Conditionally approved – 22 April
Reveal Data Element Spreadsheet	Conditionally approved – 22 April
Integra-ID (IBW) CCRD	Conditionally approved – 8 April
Integra-ID (IBW) Configuration Spreadsheet	Conditionally approved – 8 April
IDme SDD System Design Document	Document review approach agreed with MBIE (Prioritised Sections). Issue Tracker established to track and monitor required document changes resulting from section reviews. Progressing planning to confirm dates for delivery of the SDD (includes MVP version vs Complete document).
IDme Reporting Requirements	Reports design document released to MBIE - 14 June. Awaiting acceptance. 21 reports identified. 13 already developed. To be reviewed with MBIE.
IDme Migration Plan	V1.8 - Approved Request for the IDME solution to provide a “fingerprint de-dup” process to identify the discrepancies of multiple fingerprint sets under same client ID. 1. During data migration To perform a 1: few on Client ID which has multiple identities to identify `possible wrong identity`. 2. After go-live To develop a batch tool to perform a 1: few on Client ID which has multiple identities to identify `possible wrong identity` for the entire database. MBIE will decide when to run the batch tool.

MBIE Biometric Capability Upgrade and Weekly Report



BCU Deliverables to MBIE	Brief Status
IDme System Interface Document IRD (All Interfaces)	• Approved • Update requested by MBIE - Include details of the AMS DB Messages content. • MBIE reported that the AMS DB message structure is incorrect. ○ NEC sent MBIE the details of the AMS Document NEC referenced. ○ MBIE confirmed that the document had been superseded. ○ MBIE sent the latest AMS design document and s6(a) ▪ Operational Flow Overview-v11-20201008_104331 – superseded by DXC BCU AMS Detailed Design - 1 March 2022 APPROVED ▪ s6(a) ○ System Interface Document IRD Document to be updated once MBIE have approved the change request.
IDme Infrastructure Design	Approved
IDme Test plan	Approved
IDme Traceability	In progress. To be completed once the development documents are done.

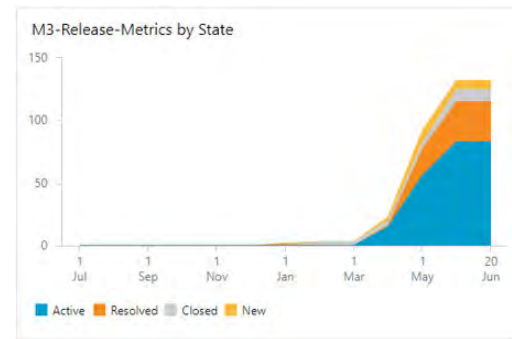
MBIE Biometric Capability Upgrade and Weekly Report



IPE Deliverables to MBIE	Brief Status
Hardware Requirements	NEC IPE Hardware Requirements v2.2 - received 16 March. IPE Hardware for BCU Wintel and Test Teams – Received 22 April
IPE SDD	Released to MBIE to review – 17 June. Awaiting acceptance.
IPE Hardware Specification	V0.5 - MBIE provided review feedback on 2 May. To be finalised once the Mobile Kit Fingerprint Scanner is selected by MBIE.
IPE Test Plan	IPE Test Plan almost ready for approval. To be updated once all HW is confirmed.
IPE Traceability	In progress. Has been updated with the latest information in the SDD.

Milestone 1 –3 development Status – 21 June 2022

MS3 Second drop released from Development to QA on 10 June. This includes the Reveal features as per the approved Reveal CSCRD. This is currently in test on the US QA environments as well as one of the NZ QA Environments. Will be released onto second NZ QA environment once smoke testing is completed.



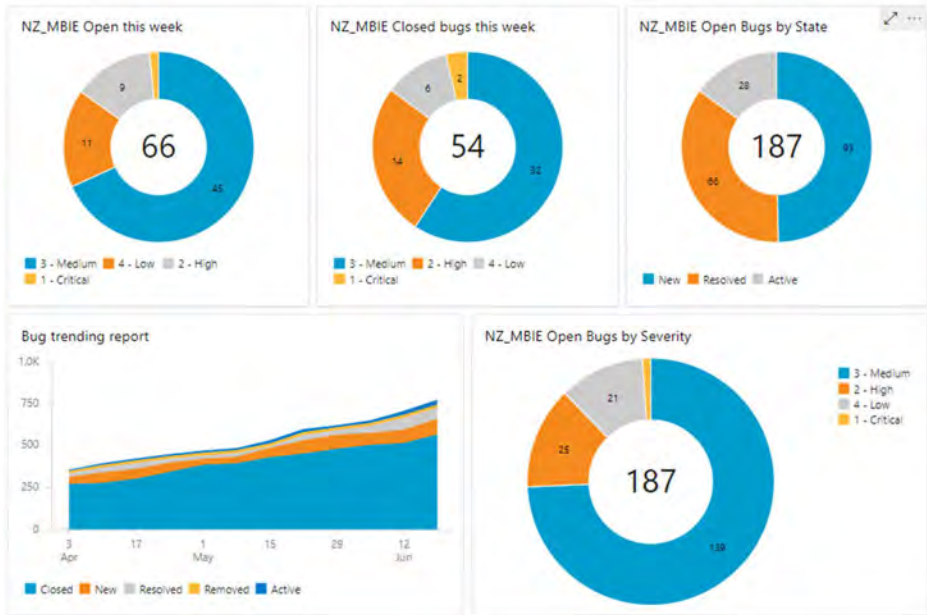
Note that NEC are aware that there is a fault in the system that generates this graphic. Soon be rectified.

Defect tracking

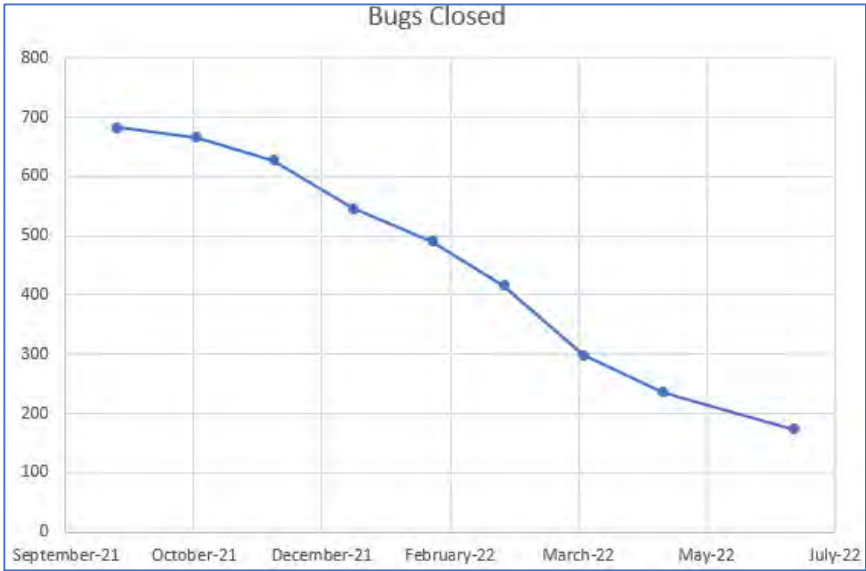
The new defects are being reviewed by the development team as to determine the cause of the defects. The reason for increase in defects:

The test scrips have now been created to test the full end to end workflows that include the MS3 Integra-ID (IBW) features. Testers running these scripts are then logging defects when they should not be running these scripts. These are flagged to be tested on a later version of SW. The defect is only closed by the person who raised it when the new version of SW is releases and the test rerun

Due to the QA testing taking place simultaneously on multiple QA environments, the same defects are being reported multiple times. These are then flagged as duplicates.



Defect Burndown chart for development testing and QA Testing.



M2 Test Execution overview

Phase	Total	Pass	Fail	Blocked	Not Run	Invalid
Data Migration	94	0	Not Started, No data loaded	0	94	0
NECAM ST M2/M3	862	343	93	25	389	6
NEC NZ ST M2	141	20	9	5	107	0
NEC NZ M1 (retest)	34	15	12	7	0	0
IPE	285	2	0	0	0	0

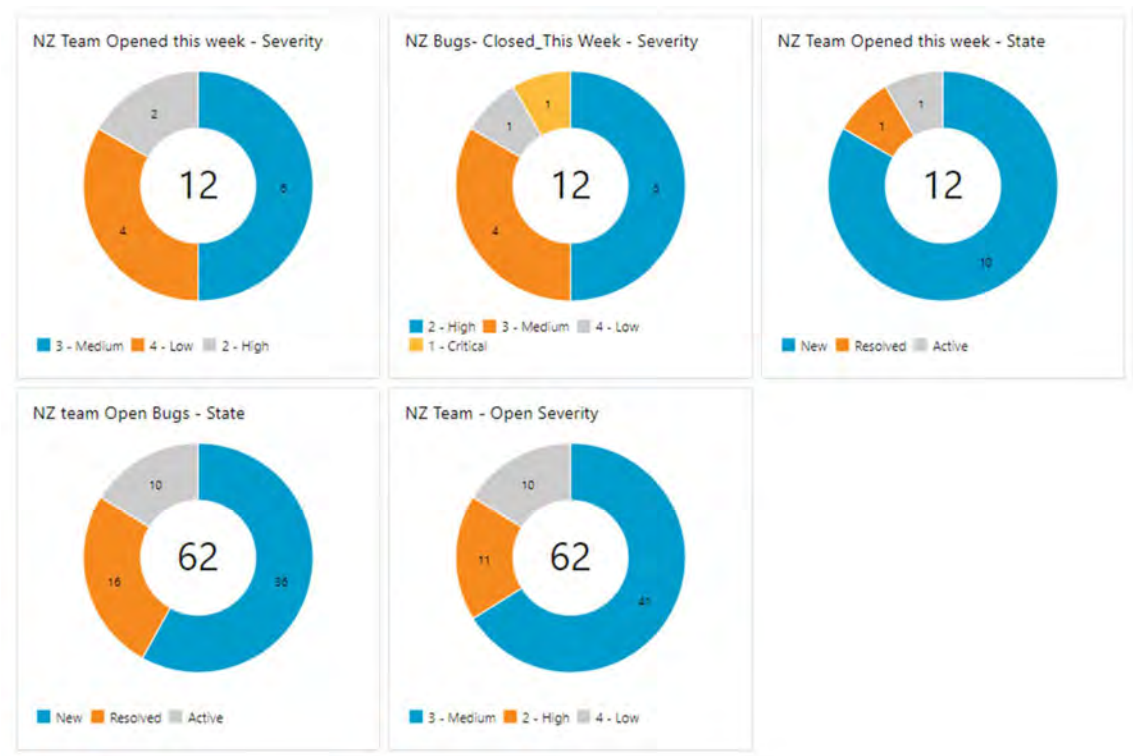
System Test M2 execution progress on functionality

M2_Release UI Execution - Charts

	Passed	Not run	Failed	Blocked	Not applicable	Paused	Total
Candidate Analy...	36	0	13	4	1	0	54
Identity Resolu...	34	4	3	0	1	0	42
Dashboard	26	0	2	11	3	0	42
Face Analysis O...	26	9	5	0	1	0	41
Biographic Anal...	29	9	2	0	1	0	41
Gallery Search ...	34	0	2	3	1	0	40
Results Display...	33	2	2	0	0	1	38
Face Analysis S...	29	3	4	0	0	0	36
Identity Resolu...	31	0	4	0	0	0	35
Image Enhanceme...	0	34	0	0	0	0	34
Biographic Anal...	24	2	3	0	0	0	29
Result Display ...	21	0	4	0	0	2	27
Face Image Disc...	0	27	0	0	0	0	27
Access and Navi...	19	0	4	0	0	0	23
Unknown Face An...	14	0	4	0	0	2	20
Ad Hoc Face Sea...	0	17	0	0	0	0	17
Facial Rules	0	13	0	0	0	0	13
Candidate Analy...	7	0	2	3	0	0	12
Unknown Face En...	7	0	2	0	0	0	9
FCC Workflow	9	0	0	0	0	0	9
Ad Hoc Biograph...	0	8	0	0	0	0	8
Demographic Rul...	0	7	0	0	0	0	7
Advanced Compar...	0	6	0	0	0	0	6
Instant Compare	5	0	0	0	0	0	5
Delete Face	2	0	1	0	0	0	3
Total	386	141	57	21	8	5	618

Milestone 1 –2 NZ QA testing Defect Status – 21 June 2022

The following is the defects raised by the test team in NZ who are testing MS2 against the MBIE based use cases.





BCU Project Steering Group

Meeting Minutes

Date & Time	Tuesday 28 June 2022, 11.30am-12.30pm
Location	Meeting held online via Teams
Agenda	Agenda
Members	s 9(2)(a) Robyn Moriarty, s 9(2)(a)
Attendees	s9(2)(a) [Redacted]
Apologies	Stephen Dunstan
Documents	Previous minutes 31 May 2022

1. Project update and briefing ahead of NEC participation

- Previous Minutes from last meeting accepted.
- s9(2)(b)(ii)
[Redacted]
- NEC has submitted a Change Request to update system interface specifications due to design change. s9(2)(b)(ii) [Redacted] There have been no design changes, but the specification misalignment is due to NEC referring to an outdated document. It is proposed the SIT entry delay can be mitigated by including the required changes in SIT drop 2 scheduled for late October, assuming NEC agree. The CR will go through formal assessment and response process.
- Drafting of internal project CR#4 is in flight, but current unclear delivery dates and lack of an end-to-end NEC project delivery schedule is making it difficult to present a robust case.

2. NEC attendance 11:35am, s9(2)(a)

- NEC accepted the previous meeting minutes prior to the Steering Group meeting.
- NEC provided a summary of the status report: Milestone 3 is on-track. A systems interface CR has been submitted.
- NEC NZ are in the process of confirming on-site support with NECAM.
- The previously mentioned NEC India resource is now based in New Zealand.
- NEC are awaiting confirmation from MBIE on the selected model of fingerprint scanner following completion of testing.
- NEC confirmed that the overall RAG status turning red was due to the systems integration Change Request and signalled potential delay to SIT entry.
- MBIE confirmed that integration testing in SIT isn't scheduled until late October, so there should be no reason to delay Drop 1 due to the integration changes. SIT Drop 2 is scheduled for late October once

bulk data migration is complete. NEC will discuss with their team if this is doable. [REDACTED] will need to review the cost and testing implications of this approach.

- MBIE noted the fingerprint scanners are not a showstopper for the beginning of SIT.
- NEC noted that the commercials to finalise the extension of the NEC/MBIE Master Services Agreement have been signed and returned.
- NEC confirmed the “design documentation completion” measure has reduced from 90% in last report to 70% as it felt overly optimistic. NEC status report to be updated to reflect the original 30 June delivery date and the revised 29 August 2022 delivery date.
- NEC advised a separate plan is in place for end of August for IPE SDD documentation delivery.
- NEC to revise risk due to the testing time (R2) to clarify the security risk.
- MBIE advised it’s important to understand that current reporting requirements are based on MBIE’s limited understanding of the solution reporting capability. As NEC provides more detail on the reporting capability, those requirements may need to be refined.
- MBIE need visibility of the standard NEC reporting suite as well as the bespoke reports that NEC have identified as required. Action
- NEC confirmed IPE is included in SIT drop 1 at the end of August.
- NEC clarified that the risk regarding testing schedule relates to NEC’s testing to get to SIT entry. NEC are considering plans for NECAM testers to be working NZ business hours, or to possibly having some testers located in New Zealand during the test period. NEC will also be ensuring that there will be testing support for testing in the MBIE environments. The importance of NEC processes and procedures to support MBIE test phases was pointed out, and critically the turn-around time for defect fix deployments within the planned schedule windows.
- AP#123 – Incorrectly states that two actions are for MBIE, rather than NEC. To be updated.
- There are two outstanding queries with s9(2)(a) [REDACTED] to answer which are different to those quoted Action: s9(2)(a) [REDACTED] to follow-up with Steven regarding this. s9(2)(a) [REDACTED] to advise corrected questions.
- MBIE noted the IDme SDD documentation, originally due on the 23rd May, has not been received.
- MBIE raised that a revised end-to-end schedule which was originally due on 17th June (and then 22nd June), has not been received.
- s9(2)(b)(ii) [REDACTED]
- **Action #166 updated:** The second solution showcase is confirmed for the 21st July. NEC indicated the intent is to show as much of the up-to-date MBIE solution as possible, noting the possibility of a third showcase session depending on progress.
- **Action #165 updated:** The IDme SDD closure plan has been received with an end of August finish date. A request has been made for a similar closure plan for the IPE SDD.
- **Action:** s9(2)(a) [REDACTED] to provide the completed end-to-end schedule to MBIE by CoB Friday 1 July 2022.
- **NEC left the meeting at 12:25pm**

Post NEC Progress Update Discussion

3. Commercial Update:

- s9(2)(b)(ii) [REDACTED]
- During solution design discussions it was agreed with NEC some requirements could be met via reporting rather than via functional capability, and it is essential that these are delivered. Need to maintain focus on these to ensure they are not lost sight of.
- s9(2)(b)(ii) [REDACTED]
- s9(2)(a) [REDACTED] is planning to meet with s9(2)(a) [REDACTED] from NEC for a stakeholder level discussion on current delivery challenges. Likely both Stephen and s9(2)(a) [REDACTED] will also attend.
- **Action:** s9(2)(a) [REDACTED] with bullet points for the stakeholder discussion planned with NEC.

- s9(2)(a) will touch base with s9(2)(a) for an ICDC update.

4. Project Update:

- Project CR#4 is being drafted, s9(2)(b)(ii) is making it difficult to present a positive case the project can stand behind and commit to.

The meeting ended at 12:40pm

5. Open Actions – NEC

AP#	Date	Action	Owner	Update/Comments
AP#154	08/03	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway. NEC couldn't provide a date for when this will be provided to MBIE, but this will be followed up and provided to MBIE by S along with an update on progress in tracking back to the requirements.	s9(2)(a)	28/6: Discussed and new date of 1 July committed to. 14/06: s9(2)(b)(ii) 31/05: The revised schedule has been reviewed. It is not complete. NEC acknowledge this and they will continue to work on updating. NEC to provide completion date. 17/05: Schedule received from NEC. To monitor as not yet reviewed by MBIE 03/05: The NEC end-to-end schedule is yet to be received. NEC committed to providing this by CoP 3 May (as at the date of minutes being finalised, 9 May 2022 this was still yet to arrive from NEC). 07/04 not complete enough. Further updated version to be provided today. 07/04: Revised schedule for review received today from NEC. 22/3: s9(2)(a) to expedite the sessions on the end-to-end schedule with the MBIE team as it is a dependency. By end of this week s9(2)(a) will update MBIE on a date for this if

AP#	Date	Action	Owner	Update/Comments
				this can be sooner than 12 April. 08/03: Opened.
AP#138	19/10	Include burn down view of progress to SIT entry milestone in status reporting.	s9(2)(a)	28/6: Not discussed, carried over. 14/06: MBIE awaiting a view that tracks against milestones. Rob will follow this up with the NECAM team. 17/05: Request for NEC to improve presentation of info 07/04: This week's NEC report contains several graphs depicting progress. NEC will need to walk the group through the graphs and the underpinning measurement detail to clarify the information being shown. 22/03: Still a work in progress. Carried over. 08/03: Carried over 22/02: Will be discussed as part of the Reporting review session scheduled for this week. 08/02 : Again discussed as part of reporting in general and stressed that this is a mandatory requirement to provide visibility of progress toward critical milestones. Some indication of the build status has been included in this week's governance reporting. 01/02 : Again discussed at this meeting. No visibility provided yet. See commentary in minutes 14/12 Yet to be incorporated into weekly status reporting, and again discussed as being

AP#	Date	Action	Owner	Update/Comments
				required. Will be addressed when NEC commence reporting against the schedule. 22/11 Yet to be incorporated into reporting 02/11 Requested. Yet to be incorporated into reporting. 19/10 In progress.
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording	s9(2)(a)	28/6 - There are two outstanding queries with s9(2)(a) for him to answer: an open question about the support environments, and a second around some of the componentry to scale. s9(2)(a) were unaware of any actions sitting with MBIE on this AP. 14/06: Still with MBIE to work through, a session is scheduled on this for next week. 31/05: MBIE are progressing a SOM document incorporating material from the paper provided by NEC. A first draft will be shared shortly. Model for the Maintenance fee is being reviewed by MBIE. No further action required by NEC at this point. 03/05: Clarifications received from NEC, walkthrough scheduled for this week. 07/04: A list of questions/clarifications has gone back to NEC on the proposed Maintenance Model. 22/03: Discussions re maintenance and licensing cost model continue. NEC

AP#	Date	Action	Owner	Update/Comments
				preparing a draft support SoW for discussion. 08/03: Discussed and agreed to reactivate. 01/02: Carried over. Focus on design closure has restricted ability to respond to material provided by NEC prior to Christmas. 14/12 No change. Discussed during today's meeting and new action raised S9(2)(a) to set up next workshop session. 22/11 Daft Document for review received from NEC during the period. Design documentation finalization is the key focus currently so further work will likely be delayed till the new year. 02/11 Next meeting scheduled for 4th November 19/10 In progress with NEC. 06/10 Initial meeting held. NEC to propose support framework to MBIE. 21/09 NEC have scheduled an initial meeting to start this activity. 07/09 Update not provided
#AP165	14/06/22	NEC to provide a plan and timeframe for the SDDs this week.		28/6 IPE SDD has been received but IDme SDD plan is still outstanding. 14/6 Opened
#AP166	14/06/22	28/6 – NEC need to confirm the state of the product MBIE will be seeing for this session. NEC indicated the intent is to show as much up-to-date product at that time, but NEC need to confirm what that will look like, and whether a further		28/6 Date proposed for 21 July, content/product version to be confirmed by NEC, with expectation that it will cover the bulk of the solution. Action description updated to reflect this. 14/6 Opened

AP#	Date	Action	Owner	Update/Comments
		showcase shortly thereafter will be scheduled as well. 14/6 - NEC to propose a new date for the next showcase, to take place within 3-5 weeks (which will be between 5 th – 19 th July 2022).		
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022		28/6 - Opened

6. Open Actions - MBIE

AP#	Date	Action	Owner	Update/Comments
AP#168	28/6/22	s9(2)(a) will provide Robyn with bullet points for a follow-up meeting with s9(2)(a), Stephen and then their meeting s9(2)(a) at NEC.	s9(2)(a)	28/6 – Opened.

7. Decisions

D#	Date	Decision	Project Server Ref
D#01	14/07/20	Merge the BCU and IPE Projects and submit one change request.	D00357
D#02	10/09/20	The upgraded solution will continue to be called IDme.	D00387
D#03	10/09/20	Elevate Reference Group to Steering Group with new ToR and include Vendors to attend by Invitation.	D00396
D#04	20/11/20	Stephen directed the contracting of s9(2)(a) via INZ to be completed as soon as possible to mitigate the technical risk to the project.	NA
D#05	15/12/20 04/05/21	Decommissioning of IGMS IDme to be a separate project. (no longer in BCU project scope) Note this decision has been reversed. Decommissioning will remain in scope for CR03.	D00441

8. Recently Closed actions

AP#	Date	Action	Owner	Update/Comments
AP#161	17/05/22	Reword draft NEC response letter	s9(2)(a)	31/5 Response letter has been reworded. Stephen confirmed it has gone to NEC. Closed

BCU Overall RAG Status		Mitigation
Commentary of overall status	MS3 third drop now in test on NECAM QA and NZ QA environments. One Environment still being used for MS2 testing. MS3 to be loaded once smoke testing completed. Target SIT entry end of August. Second drop of NEC software will now be 8 weeks after SIT due to updated interface requirements. IDme SDD document in progress. Target completion end of August.	QA testing has been optimised as to ensure coverage and minimize test duplication Additional resource being assigned to the project at NECAM and NEC NZ – including second NZ QA Environment. Created a focus team to work on the SDD as the development team are focusing on completing the MS3 development.
IPE Overall RAG Status		Mitigation
Commentary on overall status	IPE SDD in progress. Ordering the kits for SIT/UAT/Pre-Prod Note: The Toughpad docking stations has a long lead item. Mobile Fingerprint Scanner still to be selected by MBIE	Testing of additional fingerprint scanners for the Mobile kits to be done. Hardware was provided to MBIE on 16 May. Initial orders were placed early, and goods are being airfreighted to NZ.

RAG Status of key Measures BCU		
Scope		Updated delivery plan for BCU SDD provided to MBIE. Review and delivery of the updated prioritised sections is progressing to plan. Reporting documents - information per report identified. Report layouts design complete. Workshop with MBIE to be arranged following delivery of the completed reporting section in the BCU SDD to confirm design has captured agreed requirements and to capture any additional requirements and/or respond to any outstanding queries.
Budget		NEC project cost unchanged. Maintenance and support to be discussed following confirmation of MBIE direction.
Schedule		Target SIT entry date remains end of August 2022. RAG indicator is red as this differs from original SIT entry date.
Resource		Second NZ QA environment stood up and now in use. This will assist in testing progress as well as allow non testing activities to take place without impacting the QA process. These activities include the data migration testing and capturing screenshots for user manuals. Plan in place to cover USA summer holiday period. RAG amber as any impact to key person availability is a risk being actively managed.
Commercial		Licensing, Support and Maintenance under discussion.
Relationship		Relationship still in amber. NEC remains committed to delivering a quality solution for MBIE.

Progress Towards Milestones-BCU					
	Description	Status	Date in var. 1.5	Current target date	Comment
M1	Discovery Artefacts	100% Complete	01/09/2020		Complete.
M2	Project Schedule	90% Complete	15/09/2020	01/07/2022	Schedule to SIT completed. End to end schedule still being finalised.
M3a	Out of the Box Design	90% Complete	30/09/2020	July 2022	Feature development of non-customised components complete. Review of third-party apps underway as to ensure compliance with Security requirements MBIS Security upgrades complete. LNS still in progress New version of AIM-XM 2.11 released
M3b	Completion of Detailed Design	80% Complete	13/09/2021	31/08/2022	Ongoing reviews of documentation. System Design Document and Report requirement review/approval in progress
M4	SIT Delivery	85% Complete	30/11/2021	End August 2022	Data Migration – Dev and Testing Complete. Working on the NIST de-duplication tool. - Milestone 3 development (Integra-ID). Third release undergoing QA Testing on the NECAM QA environment - NZ QA Data migration test scripts complete. NZ QA Testing to be executed on the newly stood up NZ QA Environment
M5	UAT Delivery	0% Complete	22/02/2022	Jan 2023	Not Started
M6	Pre-Prod delivery	0% Complete	13/04/2022	May 2023	Not Started
M7	Production delivery	0% Complete	22/07/2022	July 2023	Delivery for DR test Go live – Aug 2023
M8	End of Early Life Support	0% Complete	22/09/2022	Oct 2023	2 months past go live

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M1	Discovery Artefacts	100% Complete			Complete.
M2	Project Schedule	100% Complete	01/02/2021	1/07/2022	To be updated based on current hardware selection and supply chain issues. Note this is reliant on MBIE selecting a mobile fingerprint scanner.
M3a	Completion of Detailed Design	90% Complete	26/02/2021	15/07/2022	IPE SDD reviewed with MBIE 06/07/22. Targeting 22/07/22 to provide updated version. MBIE in the process of evaluating alternative Mobile Fingerprint scanner.
M3b	Delivery of NEC Test Plan	95% Complete		TBC Dependency on confirmation of hardware spec	Complete and in for review. Will require an update if the HW selection changes (Fingerprint scanner).
M4	Hardware Procurement	For SIT/UAT - 40% Complete For Prod - to be purchased after SIT.	5/03/2021	July 2022 To be delivered to Wintel for deployment of the SW package	SIT/UAT: MBIE has approved hardware required for testing can be purchased except for the mobile fingerprint scanner • Laptops Delivered • Toughpads delivered • Toughpad Docking Station on order. Delivery estimated to be Mid July. On track Passport scanners and fixed kit fingerprint scanners on order.
M5a	Delivery of NEC's IPE software phase 1: SIT	90% Complete	19/03/2021	End August 2022	Now synced with BCU SIT Date. Central LMS now installed on the NZ QA Environment.

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M05B	Delivery of two sets of Hardware for testing purposes	80% Complete	29/03/2021	End August 2022	Delivery of two sets of Hardware to the Ministry for SIT testing purposes. Discussion to be held to finalise delivery as SW security fixes have been delayed due to other key features taking priority.
M6	Delivery of NEC's IPE software phase 2: UAT	0% Complete	10/05/2021	Jan 2023	Not started.
M7	Delivery of NEC's IPE software phase 3: Pre-Prod	0% Complete	11/08/2021	May 2023	Not started.

Top 3 Risks			
#	Description	Impact	Mitigation
R1	Reporting Requirements document delayed. Now with MBIE for acceptance.	MBIE does not currently have a good understanding of the solution reporting capability and needs additional information from NEC to lift this understanding for appropriate decisions regarding reporting to be made.	NEC to create the reports as per the MBIE requirement. Format of each report (content and proposed layout) to be discussed with MBIE. Decision made for NEC to develop the reports required by MBIE. 16 of the 21 reports complete. To be reviewed with MBIE and amended as required.
R2	Having the IPE Smartscan SW ready and tested for Wintel 6 weeks prior to the SIT entry date. There is still security work to be done and tested during July.	Wintel will not have the requested time to complete their creation and provision of a configuration file for Datacom to deploy into SIT.	NEC to provide the fully tested secure Smartscan SW 6 weeks before the second NEC SW instal after the Data Migration process. MBIE to consider if this is a risk to the data security for the short period.
R3	NEC Development and System Testing schedule.	As the testing is the last phase of the project, any delays or serious defects found during this period would have an impact on the schedule.	For MS 3, completed features are dropped into QA at the end of each sprint rather than the end of the milestone. Defects that are blockers and critical bugs are fixed as a high priority – within the same week as reported. Test plans across the three QA teams aligned to ensure early testing of key functionality, ensuring maximum test coverage, and avoiding duplication. Additional NZ QA environment stood up to increase testing velocity.

Top 2 Issues			
#	Description	Impact	Commentary
I1	Time it is taking to get the SDD requirement documents complete.	MBIE's ability to get approval to enter SIT Delay in information to MBIE for other vendors to do their development.	Approach to review and update the SDD adjusted to be based on prioritised sections to enable delivery of an "MVP" SDD that will help facilitate progression of the MBIE Architectural review process. MBIE have advised that completion of the SDD document review should not impact the delivery of the NEC software at end August milestone.
I2	AMS Messaging Structure requirements and s6(a) – updated version of relevant documents received on 22 June necessitating rework for both development and testing.	Impact to schedule for drop 2 of NEC software. s 9(2)(b)(ii)	Impacts the SW development, testing as well as the test environments as the system that the IDme MBIS interface to are simulated and also need to be changed.

**MBIE Biometric Capability Upgrade and In Person Enrolment
Weekly Report**



Actions							
AP#	Date	Action	Owner	Original Due Date	Due by	Update/Comments	Status
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording.	s9(2)(a)			23/06/22 Met with MBIE 21/6/2022 and progressing the support agreement. MBIE have provided documentation outlining their expectation. This will be processed internally, and feedback provided mid-July. 05/07/22 The two outstanding questions on maintenance from MBIE are addressed below. 1. Are there three or four environments covered under maintenance? <i>There are 4 permitted 'environments' as per EULA. These will be covered under maintenance.</i> 2. Additional matching capability/component to support scalability was included in the license fee as we go up through the bands. <i>Correct, provided no BCU solution re-design, re-work, or other professional services are required to implement the same</i> The next step is to formalise the Maintenance Agreement. This sits with s9(2)(a).	Ongoing

**MBIE Biometric Capability Upgrade and In Person Enrolment
Weekly Report**



Actions							
AP#	Date	Action	Owner	Original Due Date	Due by	Update/Comments	Status
AP#138	19/10/2021	Include burn down view of progress to SIT entry milestone in status reporting.	s9(2)(a)		Ongoing	26/5/22 NEC development team have provided a burn down chart that is now included in this report.	Proposed we close this
AP#154	08/03/2022	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway.	s9(2)(a)			07/07/2022 Updated schedule provided to MBIE on 04/07/22. Additional work being done. Further updated version to be provided by 13/07/22.	Closed
#AP165	14/06/22	NEC to provide a plan and timeframe for the SDD this week.	s9(2)(a)		17/06/22	Plan for delivery of the completed SDD document provided to MBIE. The plan incorporates the effort required to respond to queries and apply relevant updates to the document but may have an impact on the ability for MBIE to obtain Architectural review forum approval prior to commencement of NEC build into SIT.	Closed
#AP166	14/06/22	NEC to propose a new date for the next showcase, to take place within 3-5 weeks (which will be between 5th – 19th July 2022).	s9(2)(a)		28/06/22	23/06/22 Next showcase set for 21 July Interim review with the MBIE QA team – 6 July	Closed

**MBIE Biometric Capability Upgrade and In Person Enrolment
Weekly Report**

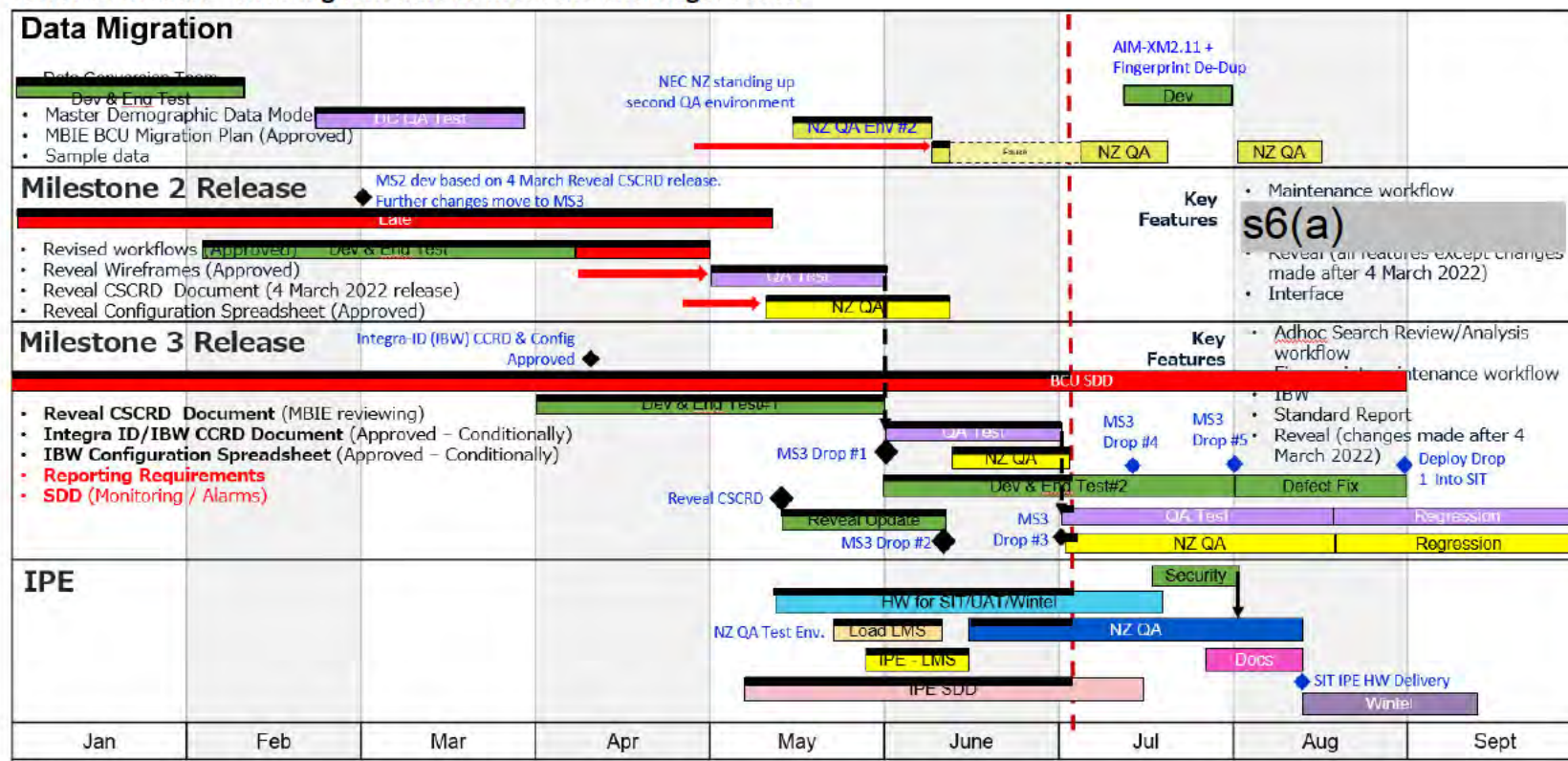


Actions							
AP#	Date	Action	Owner	Original Due Date	Due by	Update/Comments	Status
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022	s9(2)(a)	1/7/2022	13/7/2022	07/07/2022 Updated schedule provided to MBIE on 04/07/22. Additional work being done. Further updated version to be provided by 13/07/22.	

MBIE Biometric Capability Upgrade and In Person Enrolment Weekly Report



Current Schedule –Showing schedule to meet the end August date.

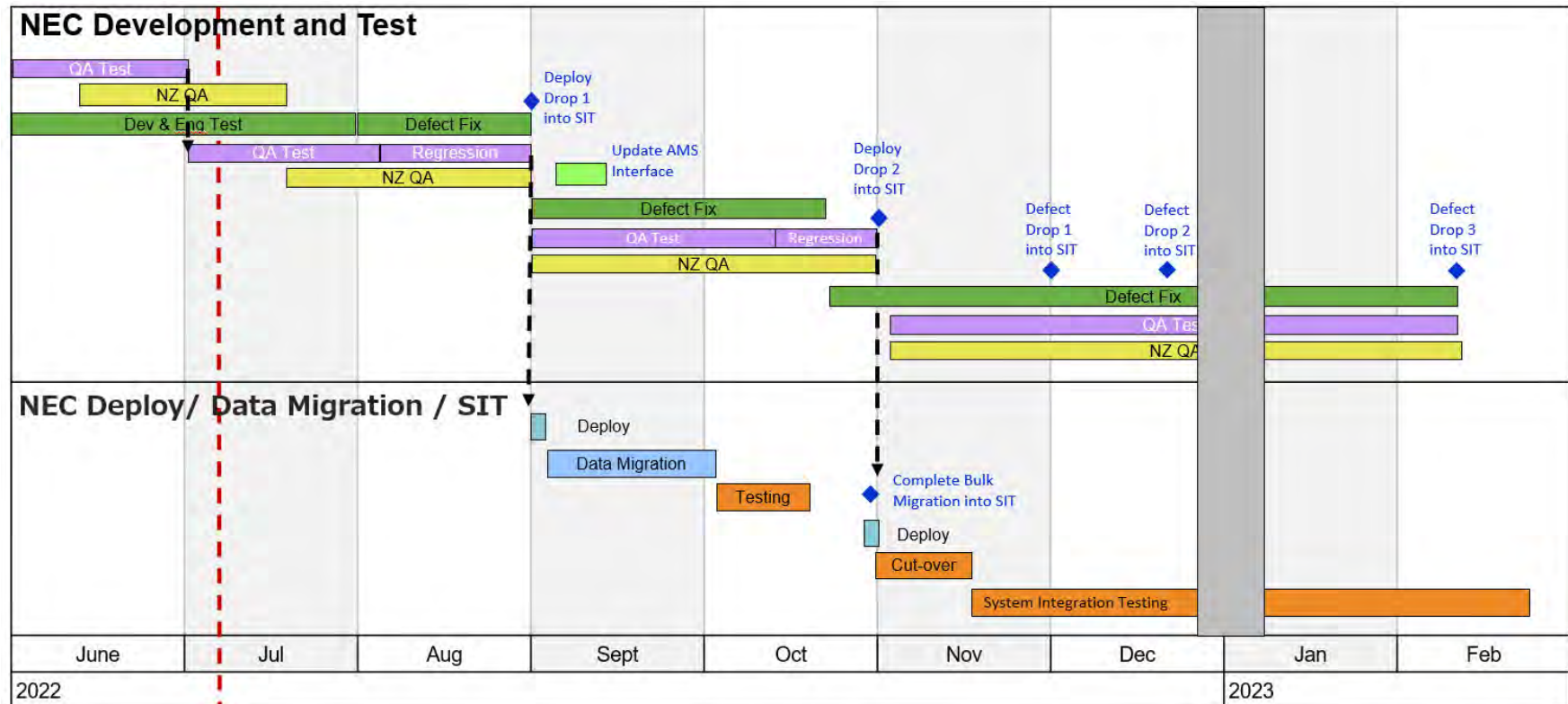


- Data Migration: development complete. Sample data provided for Dev and QA testing. Paused as NZ QA environments used for MS3 smoke testing.
- MS3 Drop #3 released 1 July - in NECAM QA and one NZ QA Environment for smoke testing.
- IDme SDD document content and reviews ongoing.
- IPE – LMS loaded onto NZ QA Environments. IPE to LMS connections tested. Full IPE function testing in progress.
- IPE Hardware for SIT/UAT/Wintel ordered. Longest lead time item the Toughpad docking station. Mobile fingerprint scanner still to be selected.

MBIE Biometric Capability Upgrade and In Person Enrolment Weekly Report



Current High level development Schedule showing the planned NEC SIT activities and the NEC support during this period.



- Deployment into SIT – End August
- Data migration and testing till mid-October
- Ongoing NEC defect fix and testing during this period. Implement the AMS interface changes and test.
- NEC SW drop 2 into SIT after Data Migration – end October.

Design Document Status – 06 July 2022

BCU Deliverables to MBIE	Brief Status
Reveal CSCRD	Conditionally approved – 12 May
Reveal Workflows	Conditionally approved – 22 April
Reveal User Interfaces - Wireframes	Conditionally approved – 22 April
Reveal Data Element Spreadsheet	Conditionally approved – 22 April
Integra-ID (IBW) CCRD	Conditionally approved – 8 April
Integra-ID (IBW) Configuration Spreadsheet	Conditionally approved – 8 April
IDme SDD System Design Document	Document review approach agreed with MBIE (Prioritised Sections). Issue Tracker established to track and monitor required document changes resulting from section reviews. Progressing planning to confirm dates for delivery of the SDD (includes MVP version vs Complete document).
IDme Reporting Requirements	Reports design document released to MBIE - 14 June. Awaiting acceptance. 21 reports identified. 13 already developed. To be reviewed with MBIE.
IDme Migration Plan	V1.8 - Approved Request for the IDME solution to provide a “fingerprint de-dup” process to identify the discrepancies of multiple fingerprint sets under same client ID. 1. During data migration

**MBIE Biometric Capability Upgrade and In Person Enrolment
Weekly Report**



BCU Deliverables to MBIE	Brief Status
	To perform a 1: few on Client ID which has multiple identities to identify `possible wrong identity`. 2. After go-live To develop a batch tool to perform a 1: few on Client ID which has multiple identities to identify `possible wrong identity` for the entire database. MBIE will decide when to run the batch tool.
IDme System Interface Document IRD (All Interfaces)	• Approved • Update requested by MBIE - Include details of the AMS DB Messages content. • MBIE reported that the AMS DB message structure is incorrect. ○ NEC sent MBIE the details of the AMS Document NEC referenced. ○ MBIE confirmed that the document had been superseded. ○ MBIE sent the latest AMS design document and the s6(a) ▪ Operational Flow Overview-v11-20201008_104331 – superseded by DXC BCU AMS Detailed Design - 1 March 2022 APPROVED ▪ s6(a) ○ System Interface Document IRD Document to be updated once MBIE have approved the change request.
IDme Infrastructure Design	Approved
IDme Test plan	Approved
IDme Traceability	In progress. To be completed once the development documents are done.

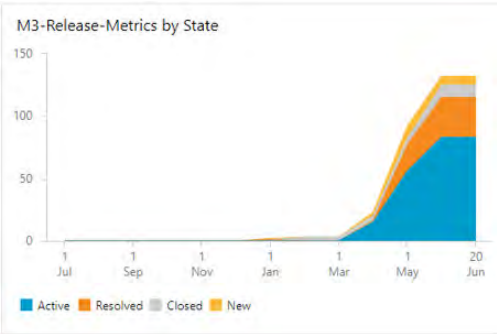
**MBIE Biometric Capability Upgrade and In Person Enrolment
Weekly Report**



IPE Deliverables to MBIE	Brief Status
Hardware Requirements	NEC IPE Hardware Requirements v2.2 - received 16 March. IPE Hardware for BCU Wintel and Test Teams – Received 22 April
IPE SDD	Released to MBIE to review – 17 June. Awaiting acceptance.
IPE Hardware Specification	V0.5 - MBIE provided review feedback on 2 May. To be finalised once the Mobile Kit Fingerprint Scanner is selected by MBIE.
IPE Test Plan	IPE Test Plan almost ready for approval. To be updated once all HW is confirmed.
IPE Traceability	In progress. Has been updated with the latest information in the SDD.

Milestone 1 –3 development Status – 21 June 2022

MS3 third drop released from Development to QA on 1 July. This includes the IBW release. This is currently in test on the US QA environments. Will be released onto NZ QA environments once smoke testing is completed.



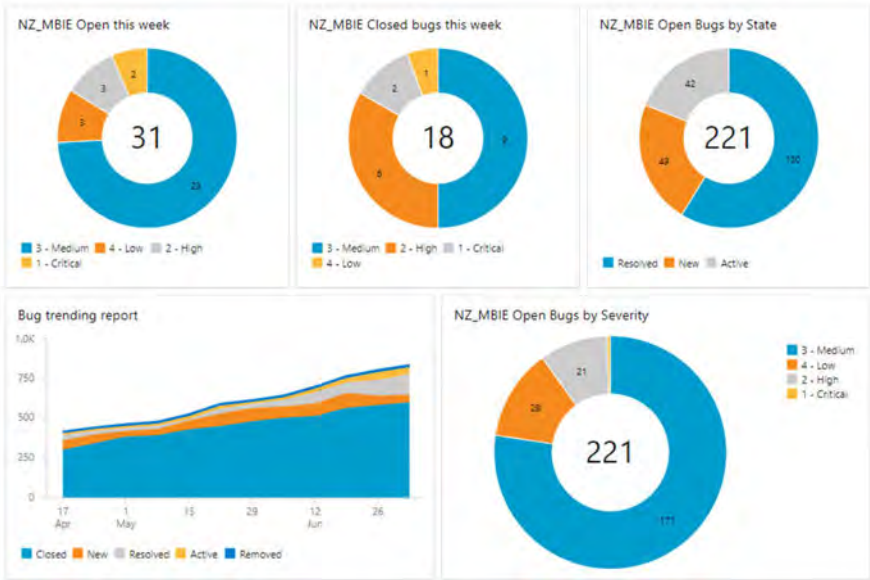
Note that NEC are aware that there is a fault in the system that generates this graphic. Soon be rectified.

Defect tracking

The new defects are being reviewed by the development team as to determine the cause of the defects. The reason for increase in defects:

The test scrips have now been created to test the full end to end workflows that include the MS3 Integra-ID (IBW) features. Testers running these scripts are then logging defects when they should not be running these scripts. These are flagged to be tested on a later version of SW. The defect is only closed by the person who raised it when the new version of SW is releases and the test rerun

Due to the QA testing taking place simultaneously on multiple QA environments, the same defects are being reported multiple times. These are then flagged as duplicates.



Defect Burndown chart for development testing and QA Testing.



M2 Test Execution overview as of 4 July

Phase	Total	Pass	Fail	Blocked	Not Run	Invalid
Data Migration	94	0	Not Started, No data loaded	0	94	0
NECAM ST M2	735	459	84	21	153	10
NEC NZ SIT M2	200	73	39	11	76	1
NEC NZ M1 (retest)	34	21	10	2	1	0
IPE	287	15	22	0	239	0

System Test M2 execution progress on functionality

M2_Release UI Execution - Charts

	Passed	Not run	Failed	Blocked	Not applicable	Paused	Total
Candidate Analy...	36	0	13	4	1	0	54
Identity Resolu...	38	0	3	0	1	0	42
Dashboard	26	0	2	11	3	0	42
Face Analysis O...	35	0	5	0	1	0	41
Biographic Anal...	38	0	2	0	1	0	41
Gallery Search ...	34	0	2	3	1	0	40
Results Display...	36	0	2	0	0	0	38
Face Analysis S...	29	0	5	0	0	2	36
Identity Resolu...	31	0	4	0	0	0	35
Image Enhanceme...	17	5	11	0	1	0	34
Reveal Ad Hoc B...	0	30	0	0	0	0	30
Identity Update...	0	30	0	0	0	0	30
Biographic Anal...	25	0	4	0	0	0	29
Result Display ...	22	0	4	0	0	1	27
Face Image Disc...	1	26	0	0	0	0	27
Access and Navi...	19	0	4	0	0	0	23
Unknown Face An...	14	0	4	0	0	2	20
Identity Move (D...	0	19	0	0	0	0	19
Ad Hoc Face Sea...	14	0	3	0	0	2	19
Identity Delete	0	13	0	0	0	0	13
Facial Rules	1	7	4	0	1	0	13
Candidate Analy...	7	0	2	3	0	0	12
Unknown Face En...	7	0	2	0	0	0	9
FCC Workflow	9	0	0	0	0	0	9
Ad Hoc Biograph...	8	0	0	0	0	0	8
(other)	12	23	8	0	1	0	44
Total	459	153	84	21	11	7	735

Milestone 2 & 3 NZ QA testing Defect Status – 4 July 2022

The following are the defects raised by the test team in NZ who are testing MS2 against the MBIE based use cases.



Note that defect tickets only get closed when the person who raised the ticket retests to confirm that the defect is fixed. Therefore, the number of defects is shown as being high, but the ones marked resolved are fixed and need the retest to close. The retest can only take place after the fix is included in the next SW release to QA at the end of each sprint cycle.



BCU Project Steering Group

Meeting Minutes

Date & Time	Tuesday 12 July 2022, 11.30am-12.30pm
Location	G.14 and online via Teams
Agenda	Agenda
Members	Stephen Dunstan (Chair), s 9(2)(a), Robyn Moriarty, s 9(2)(a)
Attendees	s9(2)(a) s9(2)(a)
Apologies	s9(2)(a)
Documents	Previous minutes 28 June 2022

1. Project update and briefing ahead of NEC participation

- Previous Minutes from last meeting accepted, some actions clarifications to be confirmed.
- s9(2)(b)(ii)
s9(2)(b)(ii)
- s9(2)(b)(ii)
The project will clarify further with NEC.

2. NEC attendance 11:45am, s9(2)(a)

- The minutes of the previous meeting were approved as an accurate and fair record by NEC prior to this meeting.
- NEC status report was taken as read. NEC are still on track for the key SIT entry milestone at the end of August, although they indicated this remains tight and that they are working through risks and treatment plans to ensure alignment to this date.
- NEC are seeking clarification of test environment date volumes to confirm licensing across environments. This was outlined in an email sent to MBIE Thursday 7th July.
- Relating to testing and highlighting critical defects, NEC are seeking an understanding from an MBIE perspective what would be deemed critical.
- NEC confirmed that full functional capability is intended to be in the first SIT drop, but that is dependent on critical defect numbers. It was agreed that, at a minimum, the first drop into SIT must fully support the data migration activity.
- IPE third party software has an impact on MBIE Wintel security certification work, but will now not be ready until the end of August.
- The IDme SDD document has a few sections left to finalise, a key one is reporting and auditing. Some of the queries raised by MBIE related to availability of data for reporting will be addressed in the reporting design documentation.

- NEC were asked for clarity of IPE build/delivery; and confirmed build will be completed in the first weeks of August, with the delivery date now mid-August (formerly mid-July).
- NEC are currently reviewing the list of defects and should have a test exit report to provide to MBIE soon. The key risk is if any defects are showstoppers for SIT entry.
- MBIE asked NEC for a breakdown of what will be deployed in each drop. It was confirmed that testing is still ongoing and final outcomes of that testing will determine the makeup of deployment drops 1 and 2.
- The 01 July release from NECAM will form the basis of the second showcase, and will have the full feature set, but that is dependent on defect remediation.
- Testing is being impacted with testers currently off ill with Covid. Situation being managed to minimize impact.
- Outside of the Steering Group meetings, Robyn will setup a smaller group for a weekly check-in to keep on top of risks in the lead up to SIT Entry. **Action:** Robyn to arrange a weekly check-in meeting with NEC.
- Defect numbers should trend down now that the bulk of development is completed.
- Clarification on NEC's testing approach was provided: NECAM development team does unit and system before passing a release to the NZ team to focus on business use case testing.
- **NEC left the meeting at 12:06pm**

Post NEC Progress Update Discussion

3. Commercial Update:

- s9(2)(b)(ii) [REDACTED]
- Project change request #4 is waiting on validation and finalization of the financials by s9(2)(a). The plan is for the CR to be submitted to ICDC this month with an out-of-cycle ICB endorsement. **Action:** s9(2)(a) to submit the project governance report out of cycle noting anything of substance in the report.

The meeting ended at 12:27pm

4. Open Actions – NEC

AP#	Date	Action	Owner	Update/Comments
AP#154	08/03	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway. NEC couldn't provide a date for when this will be provided to MBIE, but this will be followed up and provided to MBIE by s9(2)(a) along with an update on progress in tracking back to the requirements.	s9(2)(a)	12/7: The NEC governance report indicates a revised version will be provided 13th July. 28/6: Discussed and new date of 1 July committed to. 14/06: Working on the IPE detail and working through security concerns. End of this week 17/6/22 deadline to be provided to MBIE. 31/05: The revised schedule has been reviewed. It is not complete. NEC acknowledge this and they will continue to

AP#	Date	Action	Owner	Update/Comments
				work on updating. NEC to provide completion date. 17/05: Schedule received from NEC. To monitor as not yet reviewed by MBIE 03/05: The NEC end-to-end schedule is yet to be received. NEC committed to providing this by CoP 3 May (as at the date of minutes being finalised, 9 May 2022 this was still yet to arrive from NEC). 07/04 not complete enough. Further updated version to be provided today. 07/04: Revised schedule for review received today from NEC. 22/3: s9(2)(a) to expedite the sessions on the end-to-end schedule with the MBIE team as it is a dependency. By end of this week s9(2)(a) will update MBIE on a date for this if this can be sooner than 12 April. 08/03: Opened.
AP#138	19/10	Include burn down view of progress to SIT entry milestone in status reporting.	s9(2)(a)	12/7: s 9(2)(a) . Not discussed as per s9(2)(a) s action of 14/6. Carry over. 28/6: Not discussed, carried over. 14/06: MBIE awaiting a view that tracks against milestones. s9(2)(a) will follow this up with the NECAM team. 17/05: Request for NEC to improve presentation of info 07/04: This week's NEC report contains several graphs depicting progress.

AP#	Date	Action	Owner	Update/Comments
				NEC will need to walk the group through the graphs and the underpinning measurement detail to clarify the information being shown. 22/03: Still a work in progress. Carried over. 08/03: Carried over 22/02: Will be discussed as part of the Reporting review session scheduled for this week. 08/02 : Again discussed as part of reporting in general and stressed that this is a mandatory requirement to provide visibility of progress toward critical milestones. Some indication of the build status has been included in this week's governance reporting. 01/02 : Again discussed at this meeting. No visibility provided yet. See commentary in minutes 14/12 Yet to be incorporated into weekly status reporting, and again discussed as being required. Will be addressed when NEC commence reporting against the schedule. 22/11 Yet to be incorporated into reporting 02/11 Requested. Yet to be incorporated into reporting. 19/10 In progress.
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC	s9(2)(a)	12/7: s9(2)(a) has provided answers, but further clarifications requested. 28/6 - There are two outstanding queries with s9(2)(a) for him to answer: an open question

AP#	Date	Action	Owner	Update/Comments
		to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording		about the support environments, and a second around some of the componentry to scale. s9(2)(a) is following this up as s9(2)(a) s9(2)(a) were unaware of any actions sitting with MBIE on this AP. 14/06: Still with MBIE to work through, a session is scheduled on this for next week. 31/05: MBIE are progressing a SOM document incorporating material from the paper provided by NEC. A first draft will be shared shortly. Model for the Maintenance fee is being reviewed by MBIE. No further action required by NEC at this point. 03/05: Clarifications received from NEC, walkthrough scheduled for this week. 07/04: A list of questions/clarifications has gone back to NEC on the proposed Maintenance Model. 22/03: Discussions re maintenance and licensing cost model continue. NEC preparing a draft support SoW for discussion. 08/03: Discussed and agreed to reactivate. 01/02: Carried over. Focus on design closure has restricted ability to respond to material provided by NEC prior to Christmas. 14/12 No change. Discussed during today's meeting and new action raised s9(2)(a) to set up next workshop session.

AP#	Date	Action	Owner	Update/Comments
				22/11 Daft Document for review received from NEC during the period. Design documentation finalization is the key focus currently so further work will likely be delayed till the new year. 02/11 Next meeting scheduled for 4th November 19/10 In progress with NEC. 06/10 Initial meeting held. NEC to propose support framework to MBIE. 21/09 NEC have scheduled an initial meeting to start this activity. 07/09 Update not provided
#AP165	14/06/22	NEC to provide a plan and timeframe for the SDDs this week.		12/7: IDme SDD completion plan received. Issue can be closed. 28/6 IPE SDD has been received but IDme SDD plan is still outstanding. 14/6 Opened
#AP166	14/06/22	28/6 - NEC need to confirm the state of the product MBIE will be seeing for the second showcase session. NEC indicated the intent is to show as much up-to-date product at that time, but NEC need to confirm what that will look like, and whether a further showcase shortly thereafter will be scheduled as well. 14/6 - NEC to propose a new date for the next showcase, to take place within 3-5 weeks (which will be between 5th – 19th July 2022).		12/7: Software version confirmed as 1st July release. 28/6 Date proposed for 21 July, content/product version to be confirmed by NEC, with expectation that it will cover the bulk of the solution. Action description updated to reflect this. 14/6 Opened

AP#	Date	Action	Owner	Update/Comments
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022		12/7: Version received; however critical path is unable to be determined, as still not complete. An updated version has been requested and scheduled for 13 th July delivery. 28/6 - Opened

5. Open Actions - MBIE

AP#	Date	Action	Owner	Update/Comments
AP#168	28/6/22	s9(2)(a) will provide Robyn with bullet points for a follow-up meeting with s9(2)(a), Stephen and then their meeting with Mel at NEC.	s9(2)	12/7: Completed. Closed. 28/6 – Opened.
AP#169	12/7/22	Robyn to arrange a weekly check-in meeting with NEC.	Robyn	12/7 - Opened
AP#170	12/7/22	s9(2)(a) to develop a NCE payment milestone unbundling proposal.	s9(2)(a)	12/7 - Opened
AP#171	12/7/22	s9(2)(a) to submit the project governance report out of cyclenoting anything of substance in the report.	s9(2)(a)	12/7 - Opened

6. Decisions

D#	Date	Decision	Project Server Ref
D#01	14/07/20	Merge the BCU and IPE Projects and submit one change request.	D00357
D#02	10/09/20	The upgraded solution will continue to be called IDme.	D00387
D#03	10/09/20	Elevate Reference Group to Steering Group with new ToR and include Vendors to attend by Invitation.	D00396
D#04	20/11/20	Stephen directed the contracting of s9(2)(a) via INZ to be completed as soon as possible to mitigate the technical risk to the project.	NA
D#05	15/12/20 04/05/21	Decommissioning of IGMS IDme to be a separate project. (no longer in BCU project scope) Note this decision has been reversed. Decommissioning will remain in scope for CR03.	D00441

7. Recently Closed actions

AP#	Date	Action	Owner	Update/Comments
AP#161	17/05/22	Reword draft NEC response letter	s9(2)(a)	31/5 Response letter has been reworded. Stephen confirmed it has gone to NEC. Closed

BCU Overall RAG Status		Mitigation
Commentary of overall status	MS3 fourth drop now in test on NECAM QA and NZ QA. One Environment still being used for MS2 testing. MS3 to be loaded once smoke testing completed. Target SIT entry end August with a 2-week delay to second drop due to integration requirements changes – now at increased risk. IDme SDD document in progress. Target completion end of August.	QA testing has been optimised as to ensure coverage and minimize test duplication Additional resource being assigned to the project at NECAM and NEC NZ – including second NZ QA Environment. Created a focus team to work on the SDD as the development team are focusing on completing the MS3 development. Assessment of schedule impacts progressing under new CR for schedule change.
IPE Overall RAG Status		Mitigation
Commentary on overall status	IPE SDD in progress. Ordering the kits for SIT/UAT/Pre-Prod Note: The Toughpad docking stations is a long lead item. Mobile Fingerprint Scanner to be selected by MBIE	Testing of additional scanners to be completed. Hardware provided to MBIE on 16 May. Initial orders were placed early, and goods are being airfreighted to NZ.

RAG Status of key Measures BCU		
Scope		Review and delivery of the updated prioritised sections of BCU SDD is progressing to plan. Reporting documents - information per report identified. Report layouts design complete. Workshop with MBIE commenced, with objective being the agreement of reports design to satisfy documented requirements and to capture any additional requirements and/or respond to any outstanding queries.
Budget		NEC project cost unchanged. Maintenance and support to be discussed following confirmation of MBIE direction.
Schedule		Target SIT entry date remains end of August 2022. RAG indicator is red as this differs from original SIT entry date, and high risks indicating likely schedule change - assessment of schedule impacts progressing under new CR for schedule change.
Resource		Second NZ QA environment stood up and now in use. This will assist in testing progress as well as allow non testing activities to take place without impacting the QA process. These activities include the data migration testing and capturing screenshots for user manuals. Plan in place to cover USA summer holiday period. Covid-19 impacting key development team members as well as the NZ Test team RAG amber as any impact to key person availability is a risk being actively managed.
Commercial		Licensing, Support and Maintenance under discussion.
Relationship		Relationship still in amber. NEC remains committed to delivering a quality solution for MBIE.

Progress Towards Milestones-BCU					
	Description	Status	Date in var. 1.5	Current target date	Comment
M1	Discovery Artefacts	100% Complete	01/09/2020		Complete.
M2	Project Schedule	100% Complete	15/09/2020	01/07/2022	Schedule to SIT completed. End to end schedule still being finalised.
M3a	Out of the Box Design	100% Complete	30/09/2020	July 2022	New version of AIM-XM 2.11 released
M3b	Completion of Detailed Design	91% Complete	13/09/2021	31/08/2022	Ongoing reviews of documentation. System Design Document and Report requirement review/approval in progress
M4	SIT Delivery	90% Complete	30/11/2021	End August 2022	Data Migration – Dev and Testing Complete. Working on the NIST de-duplication tool. - Milestone 3 development (Integra-ID). Third release undergoing QA Testing on the NECAM QA environment - NZ QA Data migration test scripts complete. NZ QA Testing progressing
M5	UAT Delivery	0% Complete	22/02/2022	Jan 2023	Not Started
M6	Pre-Prod delivery	0% Complete	13/04/2022	May 2023	Not Started
M7	Production delivery	0% Complete	22/07/2022	July 2023	Delivery for DR test Go live – Aug 2023
M8	End of Early Life Support	0% Complete	22/09/2022	Oct 2023	2 months past go live

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M1	Discovery Artefacts	100% Complete			Complete.
M2	Project Schedule	100% Complete	01/02/2021	1/07/2022	To be updated based on current hardware selection and supply chain issues. Note this is reliant on MBIE selecting a mobile fingerprint scanner.
M3a	Completion of Detailed Design	90% Complete	26/02/2021	15/07/2022	IPE SDD in progress of being updated after the MBIE review. Next release to MBIE – 22 July. MBIE in the process of evaluating alternative Mobile Fingerprint scanner.
M3b	Delivery of NEC Test Plan	95% Complete		TBC Dependency on confirmation of hardware spec	Review feedback received from MBIE - Will require an update if the HW selection changes (Mobile Kit Fingerprint scanner).
M4	Hardware Procurement	For SIT/UAT - 70% Complete For Prod - to be purchased after SIT.	5/03/2021	July 2022 To be delivered to Wintel for deployment of the SW package	SIT/UAT: MBIE has approved hardware required for testing can be purchased except for the mobile fingerprint scanner • Laptops Delivered • Toughpads delivered • Toughpad Docking Station on order. Delivery estimated to be Mid July. On track Passport scanners and fixed kit fingerprint scanners received.
M5a	Delivery of NEC's IPE software phase 1: SIT	95% Complete	19/03/2021	End August 2022	Now synced with BCU SIT Date. Central LMS now installed on the NZ QA Environment.

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M05B	Delivery of two sets of Hardware for testing purposes	85% Complete	29/03/2021	End August 2022	Delivery of two sets of Hardware to the Ministry for SIT testing purposes. Discussion to be held to finalise delivery as SW security fixes have been delayed due to other key features taking priority.
M6	Delivery of NEC's IPE software phase 2: UAT	0% Complete	10/05/2021	Jan 2023	Not started.
M7	Delivery of NEC's IPE software phase 3: Pre-Prod	0% Complete	11/08/2021	May 2023	Not started.

High Rated Risks		
#	Description	Mitigation/Treatment Plan
R22	System Test Timeline Impacts If the NEC Development and System testing discovers any significant/serious defects in the late phase of the project, due to the agile/sprint approach then the lack of any contingency in the plan will very likely result in impacts for testing and delivery delays.	1) Focus is placed on blockers and critical defects during NECAM and NEC NZ System testing 2) Test plans are aligned across the 3 NEC QA teams to maximise coverage 3) Increase NEC NZ testing throughput by creating an additional QA environment 4) Confirm with MBIE to defer non-data migration critical features and defects into the post migration release (pre SIT test commencement)
R25	Reporting feature delivery If the MBIE approval of the reporting requirements design document is delayed due to an inadequate understanding of the available reporting capability, then the completion of the development of the reports is likely to be delayed.	1) progress development in parallel with review/approval of design 2) NEC place focus on completion of Reporting section in SDD to help with understanding of functionality provided OOTB 3) Review and update system test plan to cater for delay in completion of reports 4) Discuss/agree with MBIE for potential delay in delivery of reporting component into SIT environment (post data migration)
R26	Smartscan Wintel Packaging If the MBIE Wintel team require the SmartScan Software to be ready 6 weeks prior to SIT entry to enable build of the desktop component, then there is an increased likelihood that the software will not contain security features required to satisfy the MBIE penetration testing requirements, and there will not be sufficient time to create the configuration file for the Datacom deployment for commencement of SIT testing	1) delay the delivery of the SmartScan software until after the security updates have been applied and tested 2) MBIE to assess the risk of packaging the software for SIT without the security updates applied 3) MBIE Investigate testing without connecting to the MBIE network as recommended by NEC.
R28	Reveal User Manual Documentation If the Reveal user documentation MBIE requirements are not clearly defined, there is a high likelihood that it might take considerable effort to produce something that the MBIE Business users might find acceptable and usable, resulting in delays and having the documentation ready, and increased cost for the project	1) Engage MBIE Business users early to understand and clarify expectations 2) Ensure NECAM documentation team are closely involved in discussions with MBIE 3) Provide suitable test environment access for the documentation writers 4) Provide early samples of output to MBIE Business users for review and validation
R29	Data Migration data transformations If MBIE as System Integrator is unable to complete the transformation of the reference data to ensure it is in the format required by NEC in sufficient time and provide the required sample data, then the system testing of the data migration process will be delayed, resulting in a delay to the SIT entry date of 29 August 2022.	1) NEC Follow-up with MBIE to confirm status of data transformation (in progress) 2) NEC/MBIE Prepare for change to SIT entry. 3) MBIE work with their solution provider (DXC/Datacom) to prioritise the transformation work. 4) MBIE to provide early samples of the transformed data. 5) MBIE ensure there is an agreed process for resolving data issues.

Top Issues			
#	Description	Impact	Commentary
I2	AMS Messaging Structure requirements and s6(a) – updated version of relevant documents received on 22 June necessitating rework for both development and testing.	Impact to schedule for drop 2 of NEC software. s 9(2)(b)(ii)	Impacts the SW development, testing as well as the test environments as the system that the IDme MBIS interface to are simulated and also need to be changed. Change request has been raised and is awaiting approval.

**MBIE Biometric Capability Upgrade and In Person Enrolment
Weekly Report**

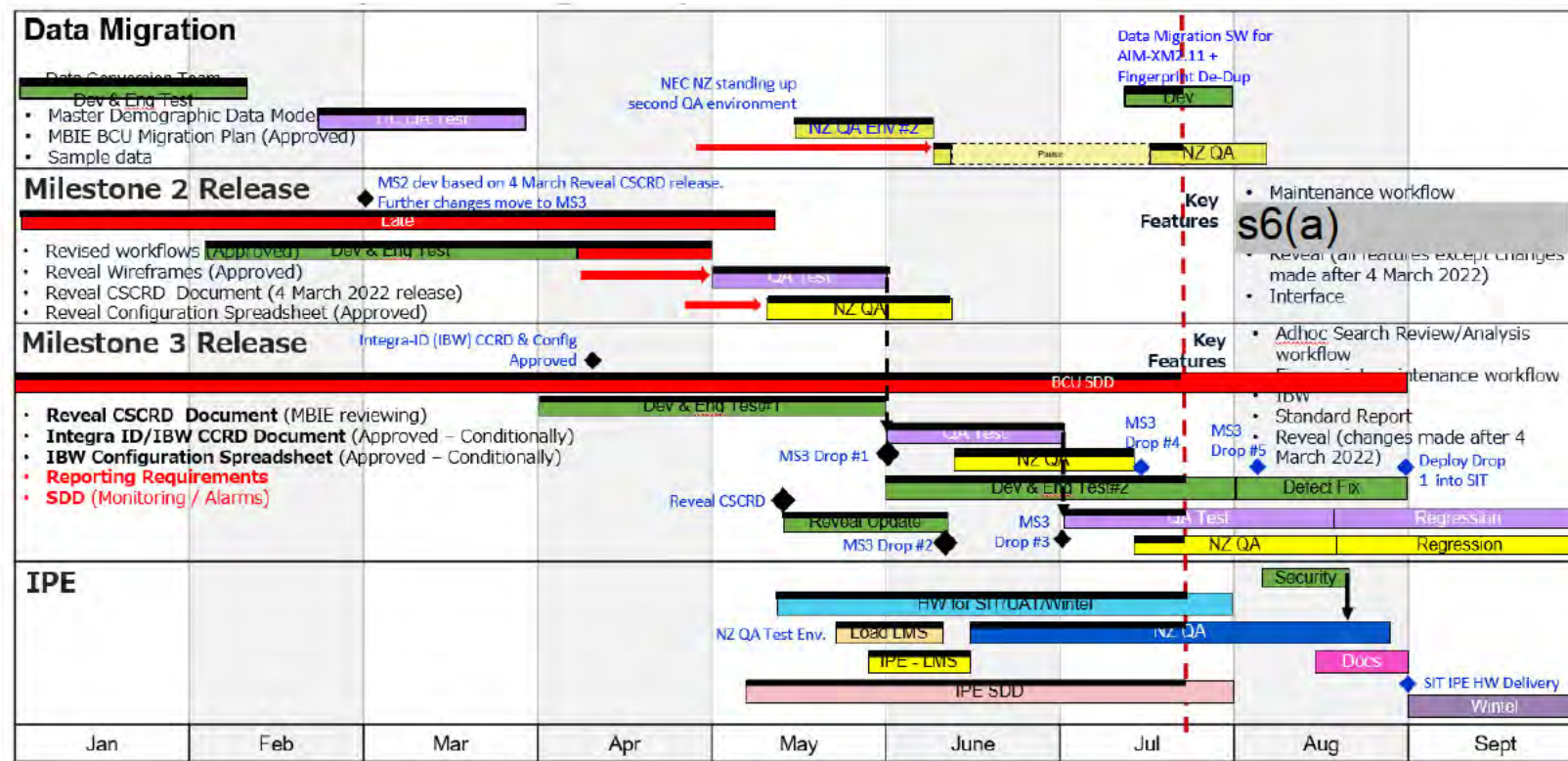


Actions							
AP#	Date	Action	Owner	Original Due Date	Due by	Update/Comments	Status
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording.	s9(2)(a)			21/07/2022 Unified Service Management organised for next week to begin discussion around interaction of vendors and expectations. 21/07/22 Updated the questions (below) and met with s9(2)(a) and s9(2)(a). Task complete. s9(2)(b)(ii)	Ongoing
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022	s9(2)(a)	1/7/2022	13/7/2022	07/07/2022 Updated schedule provided to MBIE on 04/07/22.	

MBIE Biometric Capability Upgrade and In Person Enrolment Weekly Report



Current Schedule –Showing schedule to meet the end August date.

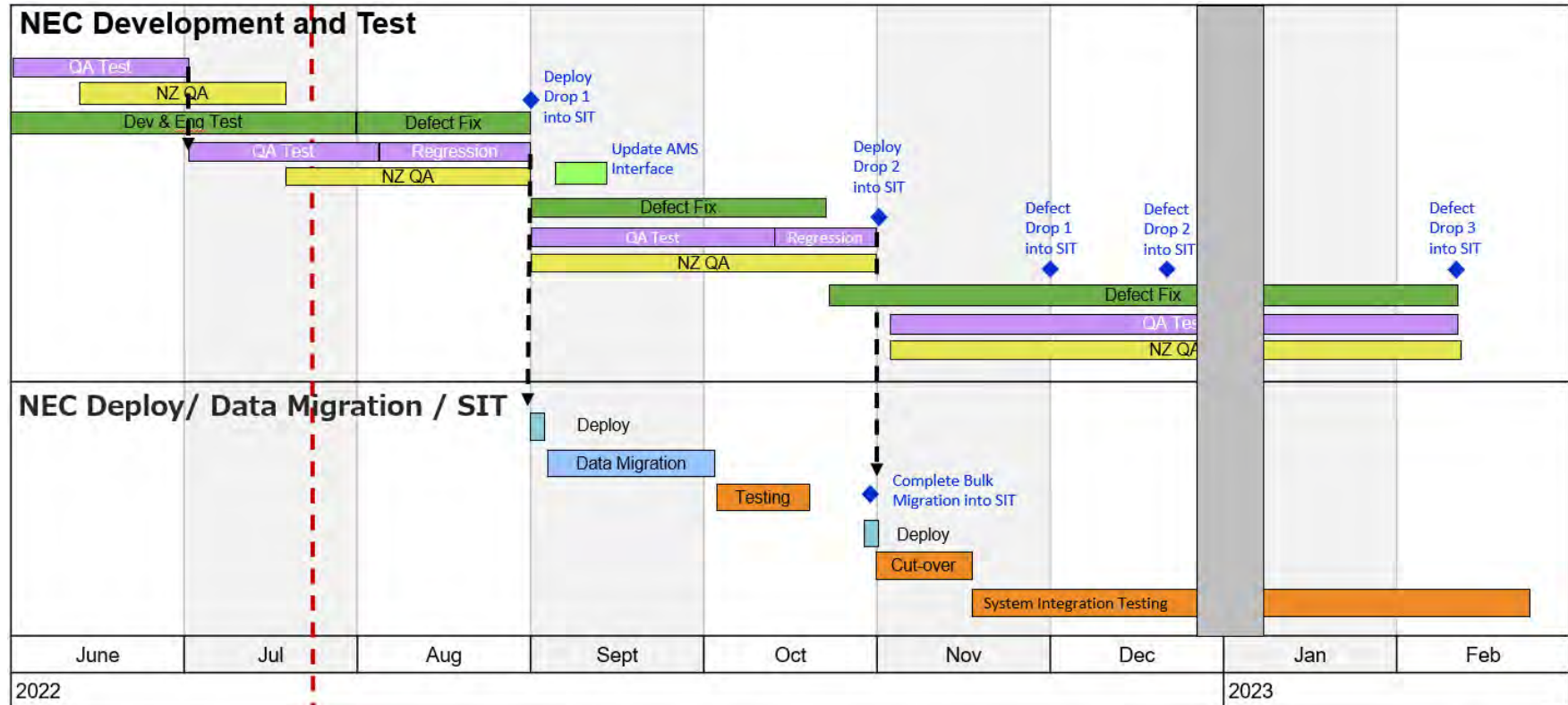


- Data Migration: New release for AIM-XM 2.11. One NZ QA test environment now upgraded to AIM-XM 2.11 as to continue with the DM testing
- MS3 Drop #4 released 13 July - in NECAM QA and one NZ QA Environment for smoke testing. MS3 Drop #5 release planned for 8 August
- IDme SDD document content and reviews ongoing.
- IPE – LMS loaded onto NZ QA Environments. IPE to LMS connections tested. Full IPE function testing in progress.
- IPE Hardware for SIT/UAT/Wintel ordered. Longest lead time item the Toughpad docking station. Mobile fingerprint scanner still to be selected.

MBIE Biometric Capability Upgrade and In Person Enrolment Weekly Report



Current High level development Schedule showing the planned NEC SIT activities and the NEC support during this period.



- Deployment into SIT – End August
- Data migration and testing till mid-October
- Ongoing NEC defect fix and testing during this period. Implement the AMS interface changes and test.
- NEC SW drop 2 into SIT after Data Migration – end October.

Design Document Status – 06 July 2022

BCU Deliverables to MBIE	Brief Status
Reveal CSCRD	Conditionally approved – 12 May
Reveal Workflows	Conditionally approved – 22 April
Reveal User Interfaces - Wireframes	Conditionally approved – 22 April
Reveal Data Element Spreadsheet	Conditionally approved – 22 April
Integra-ID (IBW) CCRD	Conditionally approved – 8 April
Integra-ID (IBW) Configuration Spreadsheet	Conditionally approved – 8 April
IDme SDD System Design Document	Document review approach agreed with MBIE (Prioritised Sections). Issue Tracker established to track and monitor required document changes resulting from section reviews. Review of remaining sections of SDD progressing to plan with completion on track for End August.
IDme Reporting Requirements	Reports design document released to MBIE - 14 June. Awaiting MBIE acceptance & confirmation of date for this. Report development progressing in parallel.
IDme Migration Plan	V1.8 – Approved. Will need to be reviewed once the decision regarding the data transformation during the data migration has been resolved. Request for the IDME solution to provide a “fingerprint de-dup” process tool to be delivered to NZ QA in August.

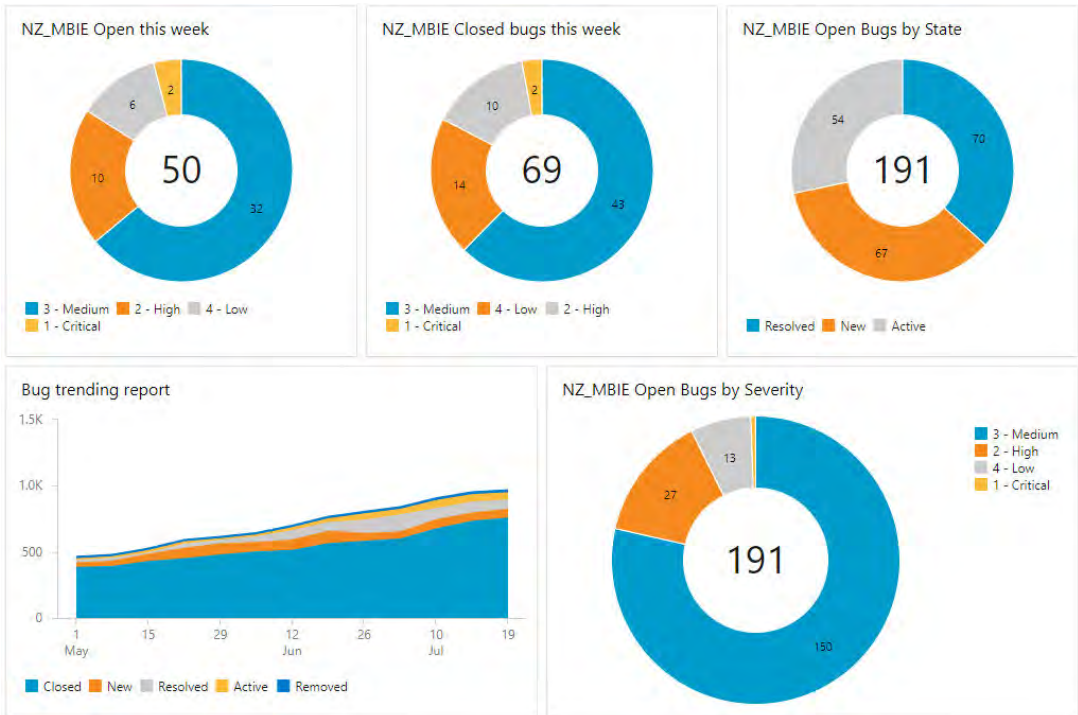
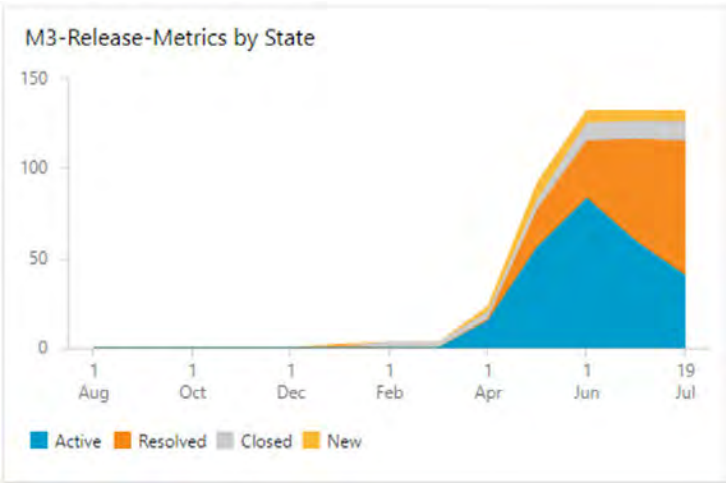
MBIE Biometric Capability Upgrade and In Person Enrolment Weekly Report



BCU Deliverables to MBIE	Brief Status
IDme System Interface Document IRD (All Interfaces)	• Approved • Update requested by MBIE - Include details of the AMS DB Messages content. • Interface Requirement Document (IRD) needs to be updated for the AMS DB01, DB16a and DB17 messages as per the document DXC BCU AMS Detailed Design - 1_March_2022 APPROVED. There are a number of inconsistencies and missing information for the DB01 and DB16a messages that need to be resolved.
IDme Infrastructure Design	Approved
IDme Test plan	Approved
IDme Traceability	In progress. To be completed once the development documents are done.
IPE Deliverables to MBIE	Brief Status
Hardware Requirements	NEC IPE Hardware Requirements v2.2 - received 16 March. IPE Hardware for BCU Wintel and Test Teams – Received 22 April
IPE SDD	Released to MBIE to review – 17 June. Awaiting acceptance.
IPE Hardware Specification	V0.5 - MBIE provided review feedback on 2 May. To be finalised once the Mobile Kit Fingerprint Scanner is selected by MBIE – remains outstanding.
IPE Test Plan	IPE Test Plan almost ready for approval. To be updated once all HW is confirmed.
IPE Traceability	In progress. Has been updated with the latest information in the SDD.

Milestone 1 –3 development Status – – 18 July 2022

MS3 fourth drop released from Development to QA on 15 July. There has been a critical defect found in the core IBW application SW. A further SW release is planned for this week that has the full IBW functionality. The latest release is currently in test on the US QA environments as well as one of the NZ QA Environments. Will be released onto second NZ QA environment once smoke testing is completed.



Defect Burndown chart for development testing and QA Testing.



M2 Test Execution overview as of 18 July

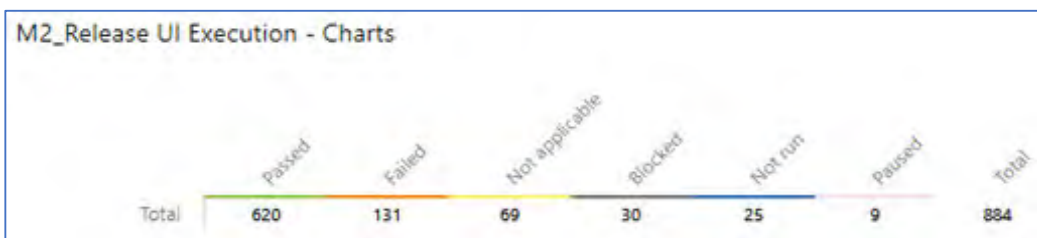
Phase	Total	Pass	Fail	Blocked	Not Run / In progress	Invalid
Data Migration	94	0	Not Started, AIM-XM 2.11 needed	0	94	0
NECAM ST M2	884	620	131	30	34	69
NEC NZ SIT M2	202	123	36	8	16	19
NEC NZ M1 (retest)	34	32	1	0	1	0
IPE	290	53	40	36	161	0

Milestone 2 & 3 NECAM System Test execution progress as of 18 July

M2_Release UI Execution - Charts

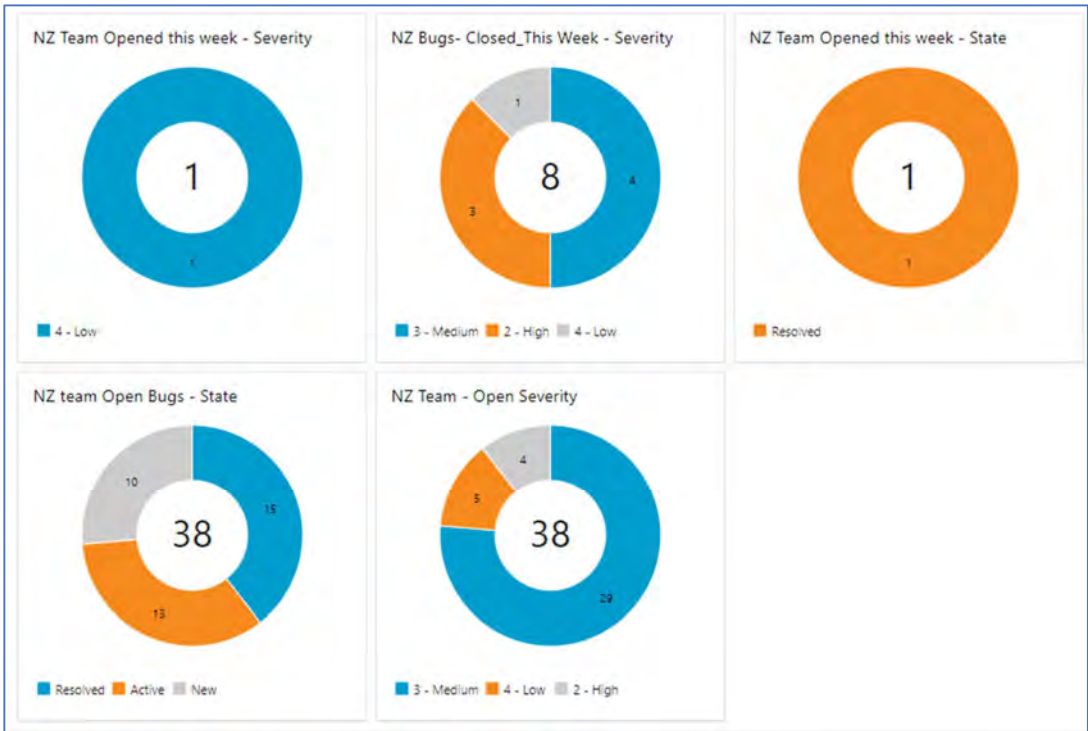
	Passed	Failed	Not applicable	Blocked	Not run	Paused	In progress	Total
Candidate Analy...	36	13	1	4	0	0	0	54
Identity Resolu...	38	3	1	0	0	0	0	42
Dashboard	26	2	3	11	0	0	0	42
Face Analysis O...	35	5	1	0	0	0	0	41
Biographic Anal...	38	2	1	0	0	0	0	41
Gallery Search ...	34	2	1	3	0	0	0	40
Results Display...	36	2	0	0	0	0	0	38
Face Analysis S...	29	5	0	0	0	2	0	36
Identity Resolu...	31	4	0	0	0	0	0	35
Image Enhanceme...	21	12	1	0	0	0	0	34
Ad Hoc Face Sea...	25	4	0	0	0	2	0	31
Reveal Ad Hoc B...	0	0	30	0	0	0	0	30
Identity Update...	14	1	13	2	0	0	0	30
Biographic Anal...	25	4	0	0	0	0	0	29
Ad Hoc Face Sea...	22	3	0	0	4	0	0	29
Ad Hoc Biograph...	25	4	0	0	0	0	0	29
Result Display ...	22	4	0	0	0	1	0	27
Face Image Disc...	22	5	0	0	0	0	0	27
Ad Hoc Face Sea...	18	7	0	0	0	0	0	25
Ad Hoc Face Sea...	14	8	0	0	0	1	0	23
Access and Navi...	19	4	0	0	0	0	0	23
Unknown Face An...	14	4	0	0	0	2	0	20
(old) Identity ...	16	0	2	0	0	0	1	19
Ad Hoc Biograph...	14	3	0	0	0	0	0	17
Ad Hoc Biograph...	13	4	0	0	0	0	0	17
(other)	49	20	31	4	12	1	0	117
Total	636	125	85	24	16	9	1	896

Last week's totals



Milestone 2 & 3 NZ QA testing Defect Status – 18 July 2022

The following are the defects raised by the test team in NZ who are testing MS2 against the MBIE based use cases.



Note that defect tickets only get closed when the person who raised the ticket retests to confirm that the defect is fixed. Therefore, the number of defects is shown as being high, but the ones marked resolved are fixed and need the retest to close. The retest can only take place after the fix is included in the next SW release to QA at the end of each sprint cycle.



BCU Project Steering Group

Meeting Minutes

Date & Time	Tuesday 26 July 2022, 11.30am-12.30pm
Location	G.14 and online via Teams
Agenda	Agenda
Members	Stephen Dunstan (Chair), s9(2)(a)
Attendees	s9(2)(a) s9(2)(a)
Apologies	s9(2)(a)
Documents	Previous minutes 12 July 2022

1. Project update and briefing ahead of NEC participation

- Previous Minutes from last meeting accepted.
- NEC have raised a risk to Data Migration. This will be a priority for them to discuss today. The risk stems from identification that some data transformation has not been completed prior to providing the migration data to them. The approved data migration approach document states suppliers receiving data have responsibility for any required transformation to their database schemas. The suggested approach is to engage Datacom and/ or DXC to do this work rather than rely on NEC.
- The NEC Showcase on 21st July was positive in terms of what was presented (IPE) s9(2)(b)(ii)
s9(2)(b)(ii)
- The meeting to discuss the Change Request that NEC have submitted in relation to changes to the DB Messaging interface has been reinstated and is scheduled for tomorrow.

2. NEC attendance 11:40am, s9(2)(a)

- Confirmation of the previous meeting minutes as an accurate and fair record have not yet been received.
- The NEC status report was taken as read.
- Risk 29 highlighted in the report relating to data transformation was discussed at some length. There is recognition the work is mandatory and not yet completed. MBIE will engage with other service providers with a view to increasing their scope to have this translation, at the source prior to data being passed to NEC for loading. This will be dependent on NEC confirmation of the problem items and target transformation value ranges. There is no timeframe for completion at this point, and it was noted that NEC will be required to provide timely input to the process to ensure the additional scope can be completed by other vendors as quickly as possible. A revised migration approach will be shared with NEC.
- NEC advised that due to Covid-19 impacts at NECAM, unanticipated work on the SDD, and higher testing overhead than expected, they will not have a fully tested solution to deploy to SIT at the end of August as scheduled.

- It was proposed that there could be benefit in starting the installation process with an n-1 version at the end of August, to allow smoke testing of components and working through deployment issues that may arise.
- NEC to document options for SIT deployment and confirmation of dates. MBIE raised concerns around an approach that broke the deployment up and cautioned whether that would add complexity, risk or effort.
- The bulk data migration, currently scheduled for mid-September will be delayed due to its dependency on completion of the SIT deployment.
- NEC noted the bi-weekly check-in meetings initiated by MBIE with a breakout group of Steering Group members have been helpful.
- The lag in development on the NECAM side meant that NEC were unable to showcase the end-to-end completed software. The intention on the NEC side is to hold a further showcase session nearer to the date of the SIT entry. s9(2)(a) will come back to us with a proposed date for this.
- **Action:** Data transformation approach – aim to get this sorted on MBIE side by COB Thursday.
- **Action:** s9(2)(a) to come back to MBIE in the next few days with options around deployment into SIT, and confirm delay for full solution to be into SIT. Will deliver to MBIE by COB Thursday.
- **NEC left the meeting at 12:08 pm**

3. Post NEC Progress Update Discussion:

- This data transformation piece of work will involve additional scope and cost for Datacom and DXC. Once discussion with Datacom and DXC has happened, we'll update.

Commercial Update:

- Finalising the financials for the Change Request but will circulate this to the Steering Group for thoughts in the meantime.
- Regarding the extension of the Datacom resources of s9(2)(a) and a specialist IGMS testing resource, this extension variation to the SOW will be coming to Robyn for sign-out to the DS.
- NEC change request 323 relating to updates to interfacing is to be discussed this week. The cost is small, but the principle of recovering costs is the main issue.
- Existing NEC SOW milestone dates are out of date, so a SOW variation to align the dates will be required for new delivery dates in concert with the CR that's going through. Steering Group was comfortable with unbundling the payment milestones and making payment to NEC for completed milestones to date.
- Resourcing: some of the extension dates will be tied to the Change Request approval, and extensions can be confirmed based on that. There is a risk to manage around contract resources versus permanent, but Stephen is happy to escalate as required to avoid losing key project resources.
- Stephen will revisit the frequency and membership of the Steering Group.
- **Action:** s9(2)(a) to align revised delivery milestones in the status report with those in CR#4.

The meeting ended at 12:27pm

4. Open Actions – NEC

AP#	Date	Action	Owner	Update/Comments
AP#154	08/03	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway. NEC couldn't provide a date for when this will be provided to MBIE, but this will be followed up and provided to MBIE by s9(2)(a) along with an	s9(2)(a)	26/7: Revised update due 13th July has not been received by MBIE. Advice today regarding SIT entry slippage now to be incorporated into an updated version once there is a decision on the SIT approach. 12/7: The NEC governance report indicates a revised

AP#	Date	Action	Owner	Update/Comments
		update on progress in tracking back to the requirements.		version will be provided 13th July. 28/6: Discussed and new date of 1 July committed to. 14/06: Working on the IPE detail and working through security concerns. End of this week 17/6/22 deadline to be provided to MBIE. 31/05: The revised schedule has been reviewed. It is not complete. NEC acknowledge this and they will continue to work on updating. NEC to provide completion date. 17/05: Schedule received from NEC. To monitor as not yet reviewed by MBIE 03/05: The NEC end-to-end schedule is yet to be received. NEC committed to providing this by CoP 3 May (as at the date of minutes being finalised, 9 May 2022 this was still yet to arrive from NEC). 07/04 not complete enough. Further updated version to be provided today. 07/04: Revised schedule for review received today from NEC. 22/3: s9(2)(a) to expedite the sessions on the end-to-end schedule with the MBIE team as it is a dependency. By end of this week s9(2)(a) will update MBIE on a date for this if this can be sooner than 12 April. 08/03: Opened.
AP#138	19/10	Include burn down view of progress to SIT entry	s9(2)(a)	26/7: Method to be amended to show actual progress to

AP#	Date	Action	Owner	Update/Comments
		milestone in status reporting.		milestone as well as testing status. 12/7: s 9(2)(a) . Not discussed as per s9(2)(a) action of 14/6. Carry over. 28/6: Not discussed, carried over. 14/06: MBIE awaiting a view that tracks against milestones. s9(2)(a) will follow this up with the NECAM team. 17/05: Request for NEC to improve presentation of info 07/04: This week's NEC report contains several graphs depicting progress. NEC will need to walk the group through the graphs and the underpinning measurement detail to clarify the information being shown. 22/03: Still a work in progress. Carried over. 08/03: Carried over 22/02: Will be discussed as part of the Reporting review session scheduled for this week. 08/02 : Again discussed as part of reporting in general and stressed that this is a mandatory requirement to provide visibility of progress toward critical milestones. Some indication of the build status has been included in this week's governance reporting. 01/02 : Again discussed at this meeting. No visibility provided yet. See commentary in minutes 14/12 Yet to be incorporated into weekly status reporting, and again discussed as being

AP#	Date	Action	Owner	Update/Comments
				required. Will be addressed when NEC commence reporting against the schedule. 22/11 Yet to be incorporated into reporting 02/11 Requested. Yet to be incorporated into reporting. 19/10 In progress.
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording	s9(2)(a)	26/7: Clarifications provided. Can be closed 12/7: s9(2)(a) has provided answers, but further clarifications requested. 28/6 - There are two outstanding queries with s9(2)(a) for him to answer: an open question about the support environments, and a second around some of the componentry to scale. s9(2)(a) is following this up as s9(2)(a) were unaware of any actions sitting with MBIE on this AP. 14/06: Still with MBIE to work through, a session is scheduled on this for next week. 31/05: MBIE are progressing a SOM document incorporating material from the paper provided by NEC. A first draft will be shared shortly. Model for the Maintenance fee is being reviewed by MBIE. No further action required by NEC at this point. 03/05: Clarifications received from NEC, walkthrough scheduled for this week. 07/04: A list of questions/clarifications has gone back

AP#	Date	Action	Owner	Update/Comments
				to NEC on the proposed Maintenance Model. 22/03: Discussions re maintenance and licensing cost model continue. NEC preparing a draft support SoW for discussion. 08/03: Discussed and agreed to reactivate. 01/02: Carried over. Focus on design closure has restricted ability to respond to material provided by NEC prior to Christmas. 14/12 No change. Discussed during today's meeting and new action raised s9(2)(a) to set up next workshop session. 22/11 Daft Document for review received from NEC during the period. Design documentation finalization is the key focus currently so further work will likely be delayed till the new year. 02/11 Next meeting scheduled for 4th November 19/10 In progress with NEC. 06/10 Initial meeting held. NEC to propose support framework to MBIE. 21/09 NEC have scheduled an initial meeting to start this activity. 07/09 Update not provided
#AP165	14/06/22	NEC to provide a plan and timeframe for the SDDs this week.		26/7: Plan provided. Can be closed. 12/7: IDme SDD completion plan received. Issue can be closed.

AP#	Date	Action	Owner	Update/Comments
				28/6 IPE SDD has been received but IDme SDD plan is still outstanding. 14/6 Opened
#AP166	14/06/22	28/6 - NEC need to confirm the state of the product MBIE will be seeing for the second showcase session. NEC indicated the intent is to show as much up-to-date product at that time, but NEC need to confirm what that will look like, and whether a further showcase shortly thereafter will be scheduled as well. 14/6 - NEC to propose a new date for the next showcase, to take place within 3-5 weeks (which will be between 5th – 19th July 2022).		26/7: Showcase has occurred. Can be closed. 12/7: Software version confirmed as 1st July release. 28/6 Date proposed for 21 July, content/product version to be confirmed by NEC, with expectation that it will cover the bulk of the solution. Action description updated to reflect this. 14/6 Opened
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022		26/7: Action is a duplicate of AP154. Can be closed as being tracked under that number. 12/7: Version received; however critical path is unable to be determined, as still not complete. An updated version has been requested and scheduled for 13th July delivery. 28/6 - Opened
AP#176	26/7/22	s9(2)(a) to provide NEC SIT Entry options by COB Thursday 28/7		26/7: Opened

5. Open Actions - MBIE

AP#	Date	Action	Owner	Update/Comments
AP#174	26/7/22	Status Report s9(2)(a) to align draft delivery milestones in the	Patrick	26/7 - Opened

AP#	Date	Action	Owner	Update/Comments
		status report with those documented in CR#4.		
AP#175	26/7/22	s9(2)(a) to send MBIE's Approach for resolution of the data transformation issue to NEC.	s9(2)(a) k	26/7 - Opened

6. Decisions

D#	Date	Decision	Project Server Ref
D#01	14/07/20	Merge the BCU and IPE Projects and submit one change request.	D00357
D#02	10/09/20	The upgraded solution will continue to be called IDme.	D00387
D#03	10/09/20	Elevate Reference Group to Steering Group with new ToR and include Vendors to attend by Invitation.	D00396
D#04	20/11/20	Stephen directed the contracting of s9(2)(a) via INZ to be completed as soon as possible to mitigate the technical risk to the project.	NA
D#05	15/12/20 04/05/21	Decommissioning of IGMS IDme to be a separate project. (no longer in BCU project scope) Note this decision has been reversed. Decommissioning will remain in scope for CR03.	D00441

7. Recently Closed actions

AP#	Date	Action	Owner	Update/Comments
AP#168	28/6/22	s9(2)(a) will provide s9(2)(a) with bullet points for a follow-up meeting with s9(2)(a) and then their meeting with s9(2)(a) at NEC.	s9(2)(a)	28/6 – Opened. Closed
AP#169	12/7/22	s9(2)(a) to arrange a weekly check-in meeting with NEC.	s9(2)(a)	12/7 – Opened Closed.
AP#171	12/7/22	s9(2)(a) to submit the project governance report out of cycle, summarise anything in the report.	s9(2)(a)	12/7 – Opened Closed.
AP#168	28/6/22	s9(2)(a) will provide s9(2)(a) with bullet points for a follow-up meeting with s9(2)(a) Stephen and then their meeting with s9(2)(a) at NEC.	s9(2)(a)	12/7: Completed. Closed. 28/6 – Opened.
AP#169	12/7/22	s9(2)(a) to arrange a weekly check-in meeting with NEC.	s9(2)(a)	26/7: Closed 12/7 - Opened
AP#171	12/7/22	s9(2)(a) to submit the project governance report out of cycle	s9(2)(a)	26/7: Closed

AP#	Date	Action	Owner	Update/Comments
		noting anything of substance in the report.		12/7 - Opened
AP#170	12/7/22	s9(2)(a) to develop a NCE payment milestone unbundling proposal.	s9(2)(a)	26/7: Material has been provided to s9(2)(a) who in turn has agreed with s9(2)(a) that initial deliverable payments can be made. Can be closed. 12/7 - Opened

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 05/08/2022

BCU Overall RAG Status		Mitigation
Commentary of overall status	MS3 fourth drop now in test on NECAM QA and NZ QA. One environment still being used for MS2 testing. MS3 to be loaded once smoke testing completed. Target SIT entry end August – NEC has provided a change request (CR26) with 2 options that push SIT entry out by 6 weeks. NEC is waiting for feedback from MBIE as to the preferred option. IDme SDD document in progress. Target completion end of August.	QA testing has been optimised to ensure coverage and minimize test duplication Additional resource being assigned to the project at NECAM and NEC NZ – including second NZ QA Environment. Created a focus team to work on the SDD as the development team are focusing on completing the MS3 development. Assessment of schedule impacts progressing as a result of CR26.
IPE Overall RAG Status		Mitigation
Commentary on overall status	IPE SDD in progress. Ordering the kits for SIT/UAT/Pre-Prod Note: The Toughpad docking stations is a long lead item. Mobile Fingerprint Scanner to be selected by MBIE	Testing of additional scanners to be completed. Hardware provided to MBIE on 16 May. Note: MBIE have still not selected a preferred mobile fingerprint scanner. Initial orders were placed early, and goods are being airfreighted to NZ.

RAG Status of key Measures BCU		
Scope		Review and delivery of the updated prioritised sections of BCU SDD is progressing to plan. Reporting documents - information per report identified. Report layouts design complete. Workshop with MBIE commenced, with objective being the agreement of reports design to satisfy documented requirements and to capture any additional requirements and/or respond to any outstanding queries.
Budget		NEC project cost unchanged. Maintenance and support to be discussed following confirmation of MBIE direction.
Schedule		Target SIT entry date remains end of August 2022. RAG indicator is red as this differs from original SIT entry date. NEC has provided a change request (CR26) with 2 options that push SIT entry out by 6 weeks. NEC is waiting for feedback from MBIE as to the preferred option.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 05/08/2022

Resource		Second NZ QA environment stood up and now in use. This will assist in testing progress as well as allow non testing activities to take place without impacting the QA process. These activities include the data migration testing and capturing screenshots for user manuals. Plan in place to cover USA summer holiday period. Covid-19 impacting key development team members as well as the NZ Test team RAG amber as any impact to key person availability is a risk being actively managed.
Commercial		Licensing, Support and Maintenance under discussion.
Relationship		Relationship still in amber. NEC remains committed to delivering a quality solution for MBIE.

Progress Towards Milestones-BCU

	Description	Status	Date in var. 1.5	Current target date	Comment
M1	Discovery Artefacts	100% Complete	01/09/2020		Complete.
M2	Project Schedule	100% Complete	15/09/2020	01/07/2022	Schedule to SIT completed. End to end schedule still being finalised.
M3a	Out of the Box Design	100% Complete	30/09/2020	July 2022	New version of AIM-XM 2.11 released
M3b	Completion of Detailed Design	91% Complete	13/09/2021	31/08/2022	Ongoing reviews of documentation. System Design Document and Report requirement review/approval in progress
M4	SIT Delivery	90% Complete	30/11/2021	End August 2022	Data Migration – Dev and Testing Complete. Working on the NIST de-duplication tool. Milestone 3 development (Integra-ID). Third release undergoing QA Testing on the NECAM QA environment

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 05/08/2022

Progress Towards Milestones-BCU					
	Description	Status	Date in var. 1.5	Current target date	Comment
					- NZ QA Data migration test scripts complete. NZ QA Testing progressing - Date impacted by change requests under discussion: - C26 SIT Entry Timeline Impacts - C27 Data Migration MBIE Reference data validation
M5	UAT Delivery	0% Complete	22/02/2022	Jan 2023	Not Started
M6	Pre-Prod delivery	0% Complete	13/04/2022	May 2023	Not Started
M7	Production delivery	0% Complete	22/07/2022	July 2023	Delivery for DR test Go live – Aug 2023
M8	End of Early Life Support	0% Complete	22/09/2022	Oct 2023	2 months past go live

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 05/08/2022

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M1	Discovery Artefacts	100% Complete			Complete.
M2	Project Schedule	100% Complete	01/02/2021	1/07/2022	To be updated based on current hardware selection and supply chain issues. Note this is reliant on MBIE selecting a mobile fingerprint scanner.
M3a	Completion of Detailed Design	90% Complete	26/02/2021	15/07/2022	IPE SDD in progress of being updated after the MBIE review. Next release to MBIE – 22 July. MBIE in the process of evaluating alternative Mobile Fingerprint scanner.
M3b	Delivery of NEC Test Plan	95% Complete		TBC Dependency on confirmation of hardware spec	Review feedback received from MBIE - Will require an update if the HW selection changes (Mobile Kit Fingerprint scanner).
M4	Hardware Procurement	For SIT/UAT - 70% Complete For Prod - to be purchased after SIT.	5/03/2021	July 2022 To be delivered to Wintel for deployment of the SW package	SIT/UAT: MBIE has approved hardware required for testing can be purchased except for the mobile fingerprint scanner - Laptops Delivered - Toughpads delivered - Toughpad Docking Station on order. Delivery estimated to be Mid July. On track Passport scanners and fixed kit fingerprint scanners received.
M5a	Delivery of NEC's IPE software phase 1: SIT	95% Complete	19/03/2021	End August 2022	Now synced with BCU SIT Date. Central LMS now installed on the NZ QA Environment. Date impacted by change requests under discussion:

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 05/08/2022

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
					○ C26 SIT Entry Timeline Impacts ○ C27 Data Migration MBIE Reference data validation
M05B	Delivery of two sets of Hardware for testing purposes	85% Complete	29/03/2021	End August 2022	Delivery of two sets of Hardware to the Ministry for SIT testing purposes. Discussion to be held to finalise delivery as SW security fixes have been delayed due to other key features taking priority. Toughpad Docking Station ETA is now late September early October
M6	Delivery of NEC's IPE software phase 2: UAT	0% Complete	10/05/2021	Jan 2023	Not started.
M7	Delivery of NEC's IPE software phase 3: Pre-Prod	0% Complete	11/08/2021	May 2023	Not started.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 05/08/2022

High Rated Risks		
#	Description	Mitigation/Treatment Plan
R25	Reporting feature delivery If the MBIE approval of the reporting requirements design document is delayed due to an inadequate understanding of the available reporting capability, then the completion of the development of the reports is likely to be delayed.	1) progress development in parallel with review/approval of design 2) NEC place focus on completion of Reporting section in SDD to help with understanding of functionality provided OOTB 3) Review and update system test plan to cater for delay in completion of reports 4) Discuss/agree with MBIE for potential delay in delivery of reporting component into SIT environment (post data migration)
R26	Smartscan Wintel Packaging If the MBIE Wintel team require the SmartScan Software to be ready 6 weeks prior to SIT entry to enable build of the desktop component, then there is an increased likelihood that the software will not contain security features required to satisfy the MBIE penetration testing requirements, and there will not be sufficient time to create the configuration file for the Datacom deployment for commencement of SIT testing	1) delay the delivery of the SmartScan software until after the security updates have been applied and tested 2) MBIE to assess the risk of packaging the software for SIT without the security updates applied 3) MBIE Investigate testing without connecting to the MBIE network as recommended by NEC.
R28	Reveal User Manual Documentation If the Reveal user documentation MBIE requirements are not clearly defined, there is a high likelihood that it might take considerable effort to produce something that the MBIE Business users might find acceptable and usable, resulting in delays and having the documentation ready, and increased cost for the project	1) Engage MBIE Business users early to understand and clarify expectations 2) Ensure NECAM documentation team are closely involved in discussions with MBIE 3) Provide suitable test environment access for the documentation writers 4) Provide early samples of output to MBIE Business users for review and validation
R29	Data Migration data transformations If MBIE as System Integrator is unable to complete the transformation of the reference data to ensure it is in the format required by NEC in sufficient time and provide the required sample data, then the system testing of the data migration process will be delayed, resulting in a delay to the SIT entry date of 29 August 2022.	1) NEC Follow-up with MBIE to confirm status of data transformation (in progress) 2) NEC/MBIE Prepare for change to SIT entry. 3) MBIE work with their solution provider (DXC/Datacom) to prioritise the transformation work. 4) MBIE to provide early samples of the transformed data. 5) MBIE ensure there is an agreed process for resolving data issues.

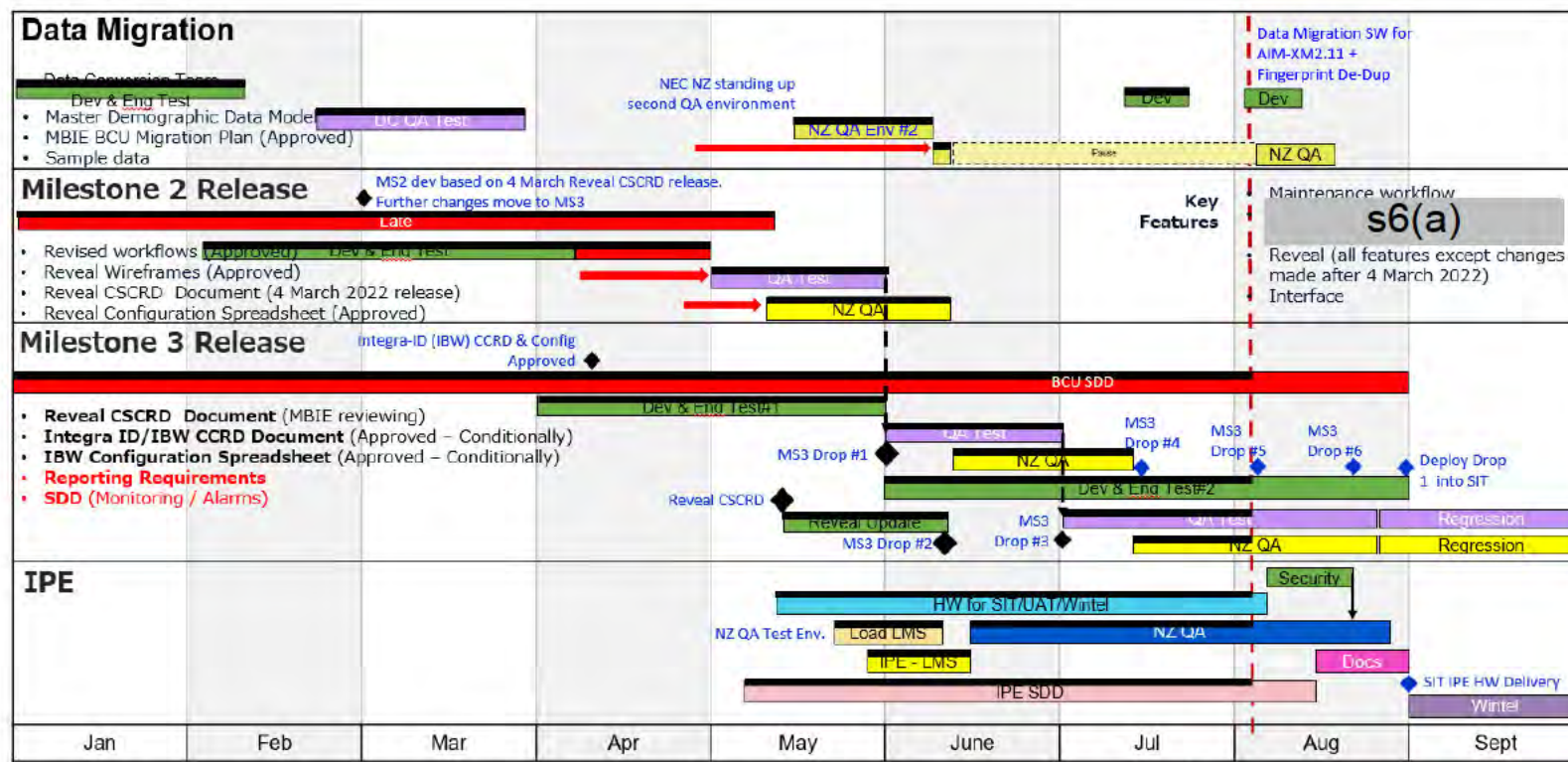
MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 05/08/2022

High Rated Issues		
#	Description	Impacts / Next Steps
I34	AMS Messaging Structure incorrect due to outdated requirements. AMS Messaging Structure requirements and s6(a) – updated version of relevant documents received on 22 June necessitating rework for both development and testing.	Impacts the SW development, testing as well as the test environments as the system that the IDme MBIS interface to are simulated and also need to be changed. Change request has been raised and is awaiting approval.
I36	Data Migration data transformations MBIE have confirmed that the following risk is now an issue that needs to be resolved since they had incorrectly assumed that Data Transformation would be completed by NEC during the data migration process. Risk: "If MBIE as System Integrator is unable to complete the transformation of the reference data to ensure it is in the format required by NEC in sufficient time and provide the required sample data, then the system testing of the data migration process will be delayed, resulting in a delay to the SIT entry date of 29 August 2022."	The current set of sample data provided has failed a validation check for 100% of the records, so is not usable until it has been transformed to the required format. MBIE to engage their service provider to perform required transformations and provide updated sample data. MBIE to provide estimated date for transformed data availability in SIT.
I37	The following challenges that were identified as risks are now a reality and resulted in slippage to the Delivery into SIT - Staff shortage impacts due to COVID in the NEC teams across the globe - Additional unplanned testing required due to the nature of the MBIE workflow enhancements - Added complexity and delays resulting from the AIM-XM upgrade from 2.09 to 2.11 (This decision made to ensure that MBIE will not be required to perform the upgrade and related data conversion post go-live) - Diversion of NECAM resource required to assist with SDD progression has resulted in delays to delivery of some key features & defects The additional requirement for MBIE to transform the data to match their reference data will also impact the timeline for SIT	Progress Change request CR26 to adjust the SIT entry date

High Rated Change Requests			
#	Title	Schedule Impact	Total Cost Impact
C21	BCU System Design Document Delays	Delay SIT entry by 6-8 weeks	N/a
C23	New AMS s6(a) result in Interface Update	Impact to schedule – 2-week delay to drop 2 of NEC	s9(2)(b)(ii)
C24	Reveal CSCRD - 4 unsupported features	TBC	TBC
C26	SIT Entry Timeline Impacts	6 Weeks delay to commencement of SIT	TBC
C27	Data Migration MBIE Reference data validation	5 Weeks + Migration performance impacts	\$37,000
C28	AMS DB Message Structure - Missing fields in AMS Design Document DXC BCU AMS Detailed Design - 1_March_2022	Same as for C23	s9(2)(b)(ii)

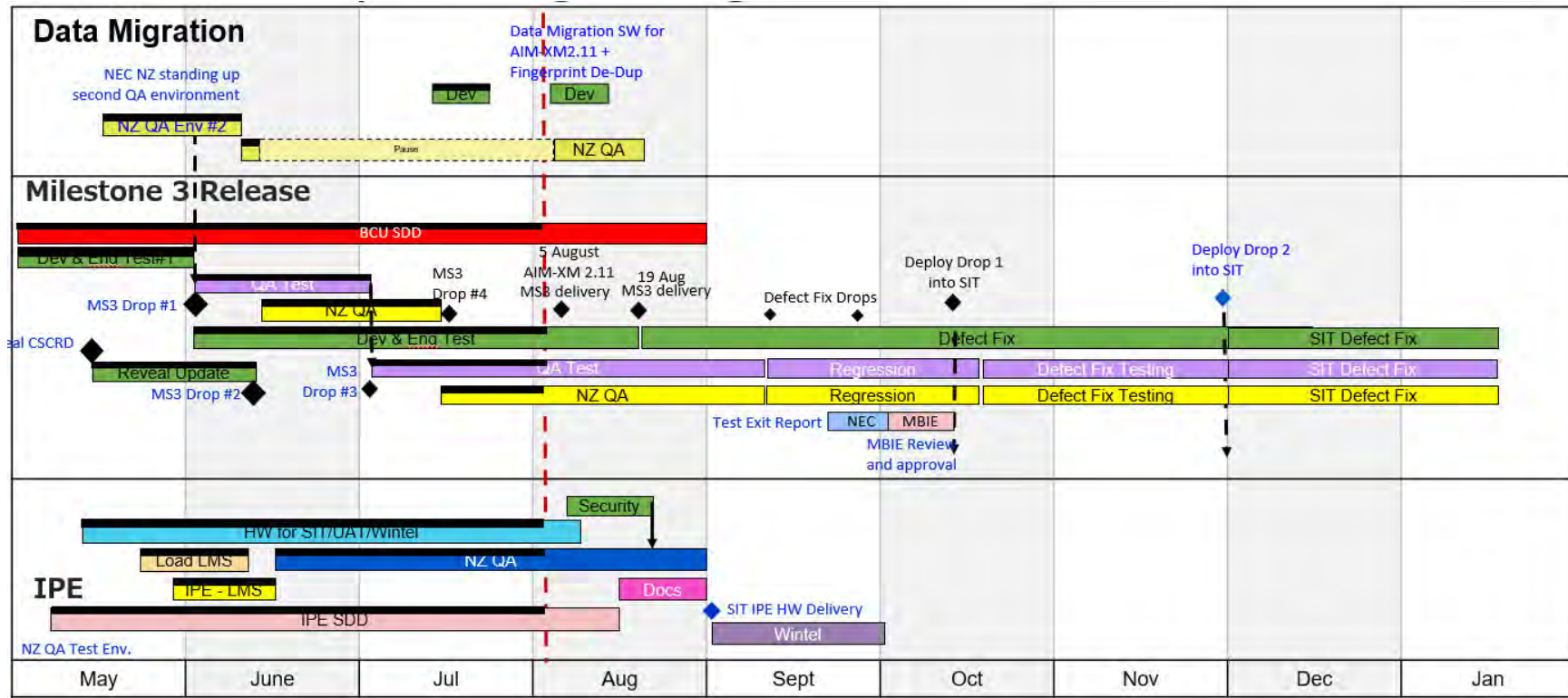
Page 9 of 17

Current Schedule –Showing schedule to meet the end August date.



- Data Migration: New release for AIM-XM 2.11. One NZ QA test environment now upgraded to AIM-XM 2.11 as to continue with the DM testing
- MS3 Drop #4 released 13 July - in NECAM QA and one NZ QA Environment for smoke testing. MS3 Drop #5 release planned for 8 August
- IDme SDD document content and reviews ongoing.
- IPE – LMS loaded onto NZ QA Environments. IPE to LMS connections tested. Full IPE function testing in progress.
- IPE Hardware for SIT/UAT/Wintel ordered. Longest lead time item the Toughpad docking station. Mobile fingerprint scanner still to be selected.

Proposed Schedule as per Change Request C23 SIT Entry Timeline Impacts



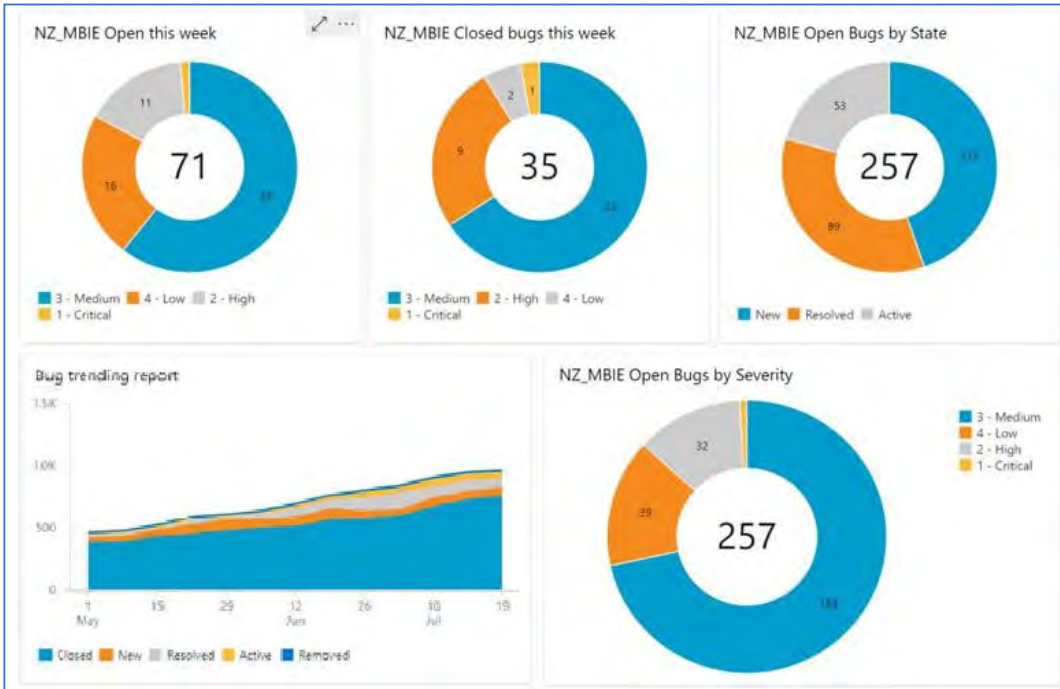
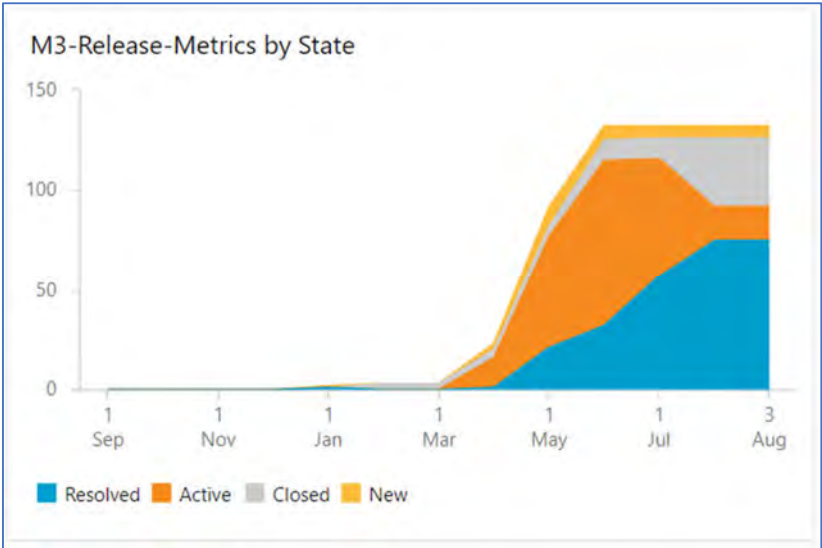
Design Document Status – 04 August 2022

BCU Deliverables to MBIE	Brief Status
Reveal CSCRD	Conditionally approved – 12 May
Reveal Workflows	Conditionally approved – 22 April
Reveal User Interfaces - Wireframes	Conditionally approved – 22 April
Reveal Data Element Spreadsheet	Conditionally approved – 22 April
Integra-ID (IBW) CCRD	Conditionally approved – 8 April
Integra-ID (IBW) Configuration Spreadsheet	Conditionally approved – 8 April
IDme SDD System Design Document	Document review approach agreed with MBIE (Prioritised Sections). Issue Tracker established to track and monitor required document changes resulting from section reviews. Review of remaining sections of SDD progressing to plan with completion on track for End August.
IDme Reporting Requirements	Reports design document released to MBIE - 14 June. Awaiting MBIE acceptance & confirmation of date for this. Report development progressing in parallel.
IDme Migration Plan	V1.8 – Approved. Will need to be reviewed once the decision regarding the data transformation during the data migration has been resolved. Request for the IDME solution to provide a “fingerprint de-dup” process tool to be delivered to NZ QA in August.

BCU Deliverables to MBIE	Brief Status
IDme System Interface Document IRD (All Interfaces)	• Approved • Update requested by MBIE - Include details of the AMS DB Messages content. • Interface Requirement Document (IRD) needs to be updated for the AMS DB01, DB16a and DB17 messages as per the document DXC BCU AMS Detailed Design - 1_March_2022 APPROVED. Change request C23 • There are a number of inconsistencies and missing information for the DB01 and DB16a messages. These have been resolved via emails. NEC is awaiting an updated version of the AMS Design Document as the 1 March 2022 version provided to NEC as part of C23 does not have the correct and complete information.
IDme Test plan	Approved
IDme Traceability	In progress. To be completed once the development documents are done.
IPE Deliverables to MBIE	Brief Status
Hardware Requirements	NEC IPE Hardware Requirements v2.2 - received 16 March. IPE Hardware for BCU Wintel and Test Teams – Received 22 April
IPE SDD	MBIE returned the latest version of the document to NEC on 29 July with feedback. NEC is working on updates.
IPE Hardware Specification	V0.5 - MBIE provided review feedback on 2 May. To be finalised once the Mobile Kit Fingerprint Scanner is selected by MBIE – remains outstanding.
IPE Test Plan	IPE Test Plan almost ready for approval. To be updated once all HW is confirmed.
IPE Traceability	In progress. Has been updated with the latest information in the SDD.

Milestone 1 –3 development Status – 4 August 2022

MS3 fifth drop from Development to QA has been postponed from 29 July till 5 August. There have been a defect found in AIM-XM 2.11 core product that require fixes before being released to the test team. Both the NECAM and NZ QA teams are to load the new version and start testing once released.



Defect Burndown chart for development testing and QA Testing.



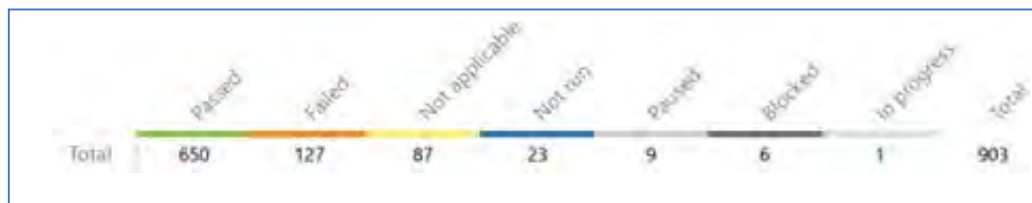
M2 Test Execution overview as of 1 August

Phase	Total	Pass	Fail	Blocked	Not Run / In progress	Invalid
Data Migration	94	0	Not Started, AIM-XM 2.11 needed	0	94	0
NECAM ST M2	903	650	127	6	33	69
NEC NZ SIT M2	112	11	11	61	29	0
NEC NZ SIT M2	202	149	27	7	0	19
NEC NZ M1 (retest)	34	32	2	0	0	0
IPE	290	54	41	41	156	0

Milestone 2 & 3 NECAM System Test execution progress as of 1 August

	Passed	Not applicable	Failed	Blocked	Paused	Not run	In progress	Total
Candidate Analy...	39	0	8	7	0	0	0	54
Identity Resolu...	40	0	2	0	0	0	0	42
Dashboard	33	5	4	0	0	0	0	42
Face Analysis D...	41	0	0	0	0	0	0	41
Biographic Anal...	39	0	2	0	0	0	0	41
Gallery Search ...	38	1	1	0	0	0	0	40
Results Display...	36	0	2	0	0	0	0	38
Face Analysis S...	31	0	3	0	2	0	0	36
Identity Resolu...	33	0	2	0	0	0	0	35
Image Enhanceme...	34	0	0	0	0	0	0	34
Ad Hoc Face Sea...	30	1	0	0	0	0	0	31
Reveal Ad Hoc B...	0	30	0	0	0	0	0	30
(old) Identity ...	14	13	1	2	0	0	0	30
Biographic Anal...	27	0	2	0	0	0	0	29
Ad Hoc Face Sea...	26	0	3	0	0	0	0	29
Ad Hoc Biograph...	26	0	3	0	0	0	0	29
Result Display ...	22	0	4	0	1	0	0	27
Face Image Disc...	22	0	5	0	0	0	0	27
Ad Hoc Face Sea...	25	0	0	0	0	0	0	25
Ad Hoc Face Sea...	14	0	8	0	1	0	0	23
Access and Navi...	21	0	2	0	0	0	0	23
Unknown Face An...	16	0	4	0	0	0	0	20
(old) Identity ...	16	2	0	0	0	0	1	19
Ad Hoc Biograph...	15	0	2	0	0	0	0	17
Ad Hoc Biograph...	16	0	1	0	0	0	0	17
(other)	53	31	23	7	3	7	0	124
Total	707	83	82	16	7	7	1	903

Last week's totals



Milestone 2 & 3 NZ QA testing Defect Status – 1 August

The following are the defects raised by the test team in NZ who are testing MS2 against the MBIE based use cases.



Note that defect tickets only get closed when the person who raised the ticket retests to confirm that the defect is fixed. Therefore, the number of defects is shown as being high, but the ones marked resolved are fixed and need the retest to close. The retest can only take place after the fix is included in the next SW release to QA at the end of each sprint cycle.



3644 Biometric Capability Update - Project Status Report - 17 Aug 2022

Project Summary:	A project to significantly upgrade the biometrics matching software that is the source of identify information for all non-New Zealanders. Out-dated, complex, and inflexible software will be updated so that it is fit for purpose, secure and reduces ongoing costs.		
Business Owner:	s9(2)(a)	Project Manager:	s9(2)(a)

1. EXECUTIVE SUMMARY:

% Complete	68%		Status as at 17/08/2022
Overall Status	●		Overview: The project status remains Red due to: s9(2)(b)(ii) - the critical path Systems Integration Test (SIT) environment entry milestone not being met; Nov '21. - revised planning by the vendor this week has slipped SIT entry another 6 weeks, further impacting the revised draft delivery schedule. Agreement has been reached to commence deployment to the SIT environment from the end of August to resolve issues expected to arise during initial deployment. A working solution available for data migration will be available 10th October. - Issues raised by the vendor around data migration transformation have been resolved with minimal impact so this is back on schedule. - a complete end to end delivery schedule identifying a critical path is yet to be provided. - a complete set of detailed design documentation has yet to be provided and approved. The project does not have an approved delivery timeline or budget to complete. Project change request CR04 has been submitted to internal governance for consideration/ approval. The project continues to make good progress on work with other vendors where possible s9(2)(b)(ii) A number of non NEC related data migrations are completed across support environments. NEC senior stakeholders from NZ and America remain engaged and in attendance at the project Steer Group meetings to provide status update on escalations, progress, and answer queries directly. The SIT Entry milestone date remains critical to the revised delivery schedule. NEC have moved this date further to mid October. High priority Issues include: • Completion of project change request #4 • Replacement for vacated Senior Project Manager role • Close out and Approval of all NEC design documentation • Alignment of re-planning timeframes with NEC end to end delivery schedule • Publication of a new integrated and confirmed project delivery schedule ready for base lining • Development of a revised 'go-to-green' plan Actions being taken to mitigate key risks and issues, include: • Close monitoring of Covid impacts on NECAM development resources • s9(2)(b)(ii) s9(2)(b)(ii). This includes direct discussion with Japanese and American NEC management. • The BCU Project Steering Group continues to actively monitor project
		Comments	



			status, currently meeting fortnightly. A progress update at these meetings from the key vendor (NEC) stakeholders from both NZ and USA forms part of this monitoring. • A separate Check-In meeting has been introduced to resolve issues raised between Steering Group meetings. • The Business Owner is working closely with the Project Director and Project Manager to support remediation of key issues and risks. • A weekly business stakeholder and SME meeting is in place.						
Phase	Deliver	Start Date	19 Mar 20	End Date	15 Nov 23	Active Risks	16	Active Issues	5

2. RAG STATUS SUMMARY:

Section	Prev. Status	Curr. Status	Comments
Budget	A	A	Funding required to complete delivery of the project is outlined in project CR04 now submitted for approval.
Schedule	R	R	A revised draft schedule has been validated with all vendors and is pending CR#4 approval. NEC have slipped the completion of SIT entry by 6 weeks.
Scope	G	G	The project scope is clear
Risks	R	R	s9(2)(b)(ii)
Issues	R	R	s9(2)(b)(ii)
Resources	A	R	s 9(2)(a)
Benefits	G	G	Benefits remain Green

Status Key: G=On Track A =Plan in dev or awaiting resolution / Result R = Governance attention required

Prev. Status Date: 28 Jul 2022

3. PROGRESS SUMMARY POINTS:

Progress Since Last Report:	Upcoming activities for next period:
Project Change Request #4 finalised. Designs, Build & System Test: NEC IDme and IPE SDD designs progressed NEC Reporting design received for review NEC build and system test progressed Theta API development and system test progressed DXC AMS residual build and defect fixes progressed Datacom Wintel IPE activities planned Tuning InTech Biographic Tuning progressed NEC Biometric (Face) Tuning progressed	Designs, Build & System Test: Complete and approve remaining NEC Designs Complete Theta development and system testing Progress AMS residual build and defect fixes Progress Wintel IPE hardware certification Tuning: Complete InTech Biographic Tuning Progress NEC Biometric (Face) Tuning Deployment to SIT Progress all preparation activities



<i>Deployment to SIT</i> Early deploy approach agreed with NEC <i>Migrations in MBIE environments</i> Various migration defect fixes progressed <i>Support</i> Commenced SLA stream with NEC Commenced SOM clarification of roles/responsibilities	<i>Migrations in MBIE environments</i> Continue various early migration streams
---	--

*** 4. MILESTONE PROGRESS: None ***

5. FINANCIAL PERFORMANCE SUMMARY:

For the Period Ending Jul 31, 2022

Current Year Financial Summary	YTD Actuals	Current Year Forecast	Current Year App. Funding	Forecast Variance to App. Funding
Capex Spend	\$334,391	\$9,665,677	\$8,719,901	(\$945,776)
Opex Spend	\$104,640	\$1,911,044		(\$1,911,044)
Full Project Financial Summary	LTD Actuals	Total Forecast	Total App. Funding	Forecast Variance to App. Funding
Capex Spend	\$9,433,626	\$23,876,524	\$22,151,986	(\$1,724,538)
Opex Spend	\$1,559,250	\$2,961,523	\$46,272	(\$2,915,251)

Note:

- One off financial adjustments under new Treasury guidelines relating to the treatment of Capex/ Opex have been made. Treatment of IPE now Opex.
- New approved funding pending approval of CR#4.

- Current year Approved Capex Funding = \$9,474,404	Variance = (\$191,273)
- Current year Approved Opex Funding = \$1,911,039	Variance = 0
- Total Forecast Capex = \$21,288,016	
- Total Approved Capex Funding = \$21,288,016	Variance = 0
- Total Forecast Opex = \$4,711,383	
- Total Approved Opex Funding = \$4,711,383	Variance = 0

6. ESCALATED RISKS FOR THIS PROJECT:

ID	Description	Treatments And Controls	Inherent Risk Score	Controlled Risk Score	Status
8319	IF all requirements for NEC cannot be delivered via NEC's base product set and approved customisations THEN 1) the business may lose functions currently available via current systems or 2) the business may need to change their business process or 3) the solution may move to another BCU vendor to deliver in lieu of NEC.	1. Request itemisation from NEC where requirements are not available out-of-the-box 2. Review technical options where NEC are unable to deliver an OTB solution 3. Determine if business are able and/or willing to change their business processes, or an alternative acceptable workaround is available, to compensate for the solution shortcoming.	High	Medium	Open



9242	IF NEC do not complete their design, build and testing activities prior to end of August 2022 THEN the BCU project delivery schedule may slip, potentially impacting the August 2023 Go Live date, resulting in further associated costs.	- Exemption for NEC outstanding designs prior to SIT entry (end Aug 2022). - Showcase scheduled for 21 July to show early visibility of the NEC solution. - Escalation through Steering Group. - Continued offer of MBIE resources to assist with design. - A plan from NEC around SDD designs. - MBIE has requested visibility and review of NEC test defects leading up to SIT entry.	High	High	Open
8144	IF BCU Designs are not complete and/or sufficiently elaborated THEN the BCU solution may not work correctly, or it may not meet the business needs	1. In parallel to Requirements reconciliation completion, project to assess any impacts of requirements gaps against Design completion and remediate as needed 2. Ensure the detailed design is traceable back to all requirements at a detailed level (and that Requirements are sufficiently elaborated).	High	Medium	Open
8295	IF there are delays to the overall duration of the project THEN the suppliers who have interdependencies across the contracts for their deliverables may raise variations to their contracts resulting in an increase in the costs to the project.	1. Hold suppliers accountable for providing their deliverables in particular those that form the interdependencies 2. Ensure that MBIE provides it's dependencies to the Suppliers in line with the project plan 3. Document any examples of customer-caused delay including the actual duration to avoid a conflation of customer and supplier delay.	High	High	Open
9241	IF NEC are unable to provide local technical expertise for ongoing support, THEN the service to INZ business continuity may be compromised.	1. Ensuring support agreements with NEC provide assurance of locally available technical resource. 2. Ensure that support agreement SLAs are acceptable to the INZ business owners. 3. Visibility of ongoing investment in local technical resource by NEC.	High	High	Open
8507	IF NEC milestone dates are unable to be aligned THEN the current draft schedule for August 2023 Go Live implementation will not be achievable	1. Work with NEC to identify acceptable methods to claw back their dates to align with the schedule; - break design down into component areas - advance some build activity in parallel to full detailed design completion - review underlying schedule approach for possible optimisation - request from NEC a detailed end-to-end schedule for the project going forward through to completion. 2. s9(2)(b)(ii)	High	High	Open



9240	IF NEC delays or new draft schedule milestones are missed and/or the MBIE Change Request #4 is not approved THEN approved funding may be insufficient to deliver the project.	1. Reduce resource/cost where possible. 2. Put vendors on hold where possible. 3. Cost recovery from NEC. 4. Pending Change Request.	High	High	Open

7. ESCALATED ISSUES FOR THIS PROJECT:

ID	Title	Treatment Actions	Priority	Due Date
1857	No End to End NEC Delivery Schedule	• Outline importance to NEC Stakeholders • Review progress at delivery level with NEC PM • Requested multiple times and is an agenda action item for NEC at Steering Grp meeting.	High	Overdue: 16 May 22
New	Limited visibility of SIT Entry deployment plan from NEC with which to align with.	Request plan from NEC asap. Progress preparation as far as possible without NEC plan.	High	19 Aug 22
New	Key project resource change: Delivery Project Manager	On-board new PM asap. Start handover asap.	High	31 Aug 22

*** 8. DEPENDENCIES WITH OTHER PROJECTS: None ***

9. ESCALATED DECISIONS FOR THIS PROJECT:

ID	Title	Decision	Decision Status	Decision Date
D00425	BCU & ADEPT AMS Code Merge - Approval	ADEPT AMS code changes will be merged with BCU AMS code Changes. ADEPT are scheduled to Go-Live with their first release in July 2021. BCU AMS code will be dormant/disabled for the majority of the release until such time as BCU Go-Live occurs.	Approved	11 Dec 2020

*** 10. ESCALATED ASSUMPTIONS FOR THIS PROJECT: None ***



11. VENDOR PERFORMANCE RAG STATUS:

Vendor	Agreement	Time	Cost	Quality	Resource
NEC	Master ICT Agreement between MBIE and NEC New Zealand Limited	A	G	A	G
		Time: MIL02 - Deliver Schedule 15 September and MIL03 - Deliver Detailed Design 30 September has been missed. Escalated and being actively managed. New date for Detail Design delivery various design artifacts Jan – Aug 2022. Quality: Raised quality assurance issue with NEC, noting this is not just the Project Manger but up to NEC to ensure quality of the deliverables.			

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 19/08/2022

BCU Overall RAG Status		Mitigation
Commentary of overall status	MS3 fourth drop now in test on NECAM QA and NZ QA. One environment still being used for MS2 testing. MS3 to be loaded once smoke testing completed. Target SIT entry end August – - Delay of SIT entry awaiting formal approval of CR26. Option MBIE have agreed to - allow NEC do practice deployments from end August. IDme SDD document in progress. Target completion end of August.	QA testing has been optimised to ensure coverage and minimize test duplication Additional resource being assigned to the project at NECAM and NEC NZ – including second NZ QA Environment. Created a focus team to work on the SDD as the development team are focusing on completing the MS3 development. Assessment of schedule impacts progressing as a result of CR26.
IPE Overall RAG Status		Mitigation
Commentary on overall status	IPE SDD in progress. Sections released for MBIE to review. NEC working on the Security and architecture sections. Ordering the kits for SIT/UAT/Pre-Prod Note: The Toughpad docking stations is a long lead item. Mobile Fingerprint Scanner – Fixed kit scanner to be used.	Testing of additional scanners to be completed. Hardware provided to MBIE on 16 May. Note: MBIE have still not selected a preferred mobile fingerprint scanner. Initial orders were placed early, and goods are being airfreighted to NZ.

RAG Status of key Measures BCU		
Scope		Review and delivery of the updated prioritised sections of BCU SDD is progressing to plan. Reporting documents - information per report identified. Report layouts design complete. Workshop with MBIE completed and awaiting MBIE approval of design. Jo O'Connell - New MBIE Reports BA appointed.
Budget		NEC project cost unchanged. Maintenance and support to be discussed following confirmation of MBIE direction.
Schedule		Target SIT entry date remains end of August 2022. RAG indicator is red as this differs from original SIT entry date. NEC has provided a change request (CR26) with 2 options that push SIT entry out by 6 weeks. Practice Deployment into SIT planned for commencement end August.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 19/08/2022

Resource		Second NZ QA environment stood up and now in use. This will assist in testing progress as well as allow non testing activities to take place without impacting the QA process. These activities include the data migration testing and capturing screenshots for user manuals. Covid-19 impacting key development team members as well as the NZ Test team RAG amber as any impact to key person availability is a risk being actively managed.
Commercial		Licensing, Support and Maintenance under discussion.
Relationship		Relationship still in amber. NEC remains committed to delivering a quality solution for MBIE.

Progress Towards Milestones-BCU

	Description	Status	Date in var. 1.5	Current target date	Comment
M1	Discovery Artefacts	100% Complete	01/09/2020		Complete.
M2	Project Schedule	100% Complete	15/09/2020	01/07/2022	Schedule to SIT completed. End to end schedule still being finalised.
M3a	Out of the Box Design	100% Complete	30/09/2020	July 2022	New version of AIM-XM 2.11 released
M3b	Completion of Detailed Design	95% Complete	13/09/2021	31/08/2022	Ongoing reviews of documentation. System Design Document and Report requirement review/approval in progress
M4	SIT Delivery	95% Complete	30/11/2021	End August 2022	Data Migration – Dev and Testing Complete. Working on the NIST de-duplication tool. Milestone 3 development (Integra-ID). Third release undergoing QA Testing on the NECAM QA environment

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 19/08/2022

Progress Towards Milestones-BCU					
	Description	Status	Date in var. 1.5	Current target date	Comment
					- NZ QA Data migration test scripts complete. NZ QA Testing progressing - Date impacted by change request awaiting approval: - C26 SIT Entry Timeline Impacts
M5	UAT Delivery	0% Complete	22/02/2022	Jan 2023	Not Started
M6	Pre-Prod delivery	0% Complete	13/04/2022	May 2023	Not Started
M7	Production delivery	0% Complete	22/07/2022	July 2023	Delivery for DR test Go live – Aug 2023
M8	End of Early Life Support	0% Complete	22/09/2022	Oct 2023	2 months past go live

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 19/08/2022

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M1	Discovery Artefacts	100% Complete			Complete.
M2	Project Schedule	100% Complete	01/02/2021	1/07/2022	To be updated based on current hardware selection and supply chain issues. Note this is reliant on MBIE selecting a mobile fingerprint scanner.
M3a	Completion of Detailed Design	95% Complete	26/02/2021	15/07/2022	IPE SDD in progress of being updated after the MBIE review. Next release to MBIE – 22 July. MBIE in the process of evaluating alternative Mobile Fingerprint scanner.
M3b	Delivery of NEC Test Plan	95% Complete			Currently with MBIE for review
M4	Hardware Procurement	For SIT/UAT - 70% Complete For Prod - to be purchased after SIT.	5/03/2021	Aug 2022 Set of HW to be delivered to Wintel. Sept 2022 – SW pack released to Wintel to do the build for MBIE	SIT/UAT: MBIE has approved hardware required for testing can be purchased except for the mobile fingerprint scanner • Laptops Delivered • Toughpads delivered • Toughpad Docking Station on order. Delivery estimated to be end September • Passport scanners and fixed kit fingerprint scanners received. Set of HW to be delivered to Wintel for getting the HW certified for use on government networks. SW package to be delivered once the Smartscan Security is confirmed accepted by MBIE and IPE testing complete.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 19/08/2022

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M5a	Delivery of NEC's IPE software phase 1: SIT	95% Complete	19/03/2021	End August 2022	Now synced with BCU SIT Date. Central LMS now installed on the NZ QA Environment. - Date impacted by change requests under discussion: - C26 SIT Entry Timeline Impacts
M05B	Delivery of two sets of Hardware for testing purposes	85% Complete	29/03/2021	End August 2022	Delivery of two sets of Hardware to the Ministry for SIT testing purposes. Discussion to be held to finalise delivery as SW security fixes have been delayed due to other key features taking priority. Toughpad Docking Station ETA is now late September early October
M6	Delivery of NEC's IPE software phase 2: UAT	0% Complete	10/05/2021	Jan 2023	Not started.
M7	Delivery of NEC's IPE software phase 3: Pre-Prod	0% Complete	11/08/2021	May 2023	Not started.

**MBIE Biometric Capability Upgrade and In Person Enrolment
Governance Report 19/08/2022**

High Rated Risks		
#	Description	Mitigation/Treatment Plan
R25	Reporting feature delivery If the MBIE approval of the reporting requirements design document is delayed due to an inadequate understanding of the available reporting capability, then the completion of the development of the reports is likely to be delayed.	1) progress development in parallel with review/approval of design 2) NEC place focus on completion of Reporting section in SDD to help with understanding of functionality provided OOTB 3) Review and update system test plan to cater for delay in completion of reports 4) Discuss/agree with MBIE for potential delay in delivery of reporting component into SIT environment (post data migration)
R26	Smartscan Wintel Packaging If the MBIE Wintel team require the SmartScan Software to be ready 6 weeks prior to SIT entry to enable build of the desktop component, then there is an increased likelihood that the software will not contain security features required to satisfy the MBIE penetration testing requirements, and there will not be sufficient time to create the configuration file for the Datacom deployment for commencement of SIT testing	1) delay the delivery of the SmartScan software until after the security updates have been applied and tested 2) MBIE to assess the risk of packaging the software for SIT without the security updates applied 3) MBIE Investigate testing without connecting to the MBIE network as recommended by NEC.
R28	Reveal & IBW User Manual Documentation If the Reveal & IBW user documentation MBIE requirements are not clearly defined, there is a high likelihood that it might take considerable effort to produce something that the MBIE Business users might find acceptable and usable, resulting in delays and having the documentation ready, and increased cost for the project	1) Engage MBIE Business users early to understand and clarify expectations 2) Ensure NECAM documentation team are closely involved in discussions with MBIE 3) Provide suitable test environment access for the documentation writers 4) Provide early samples of output to MBIE Business users for review and validation

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 19/08/2022

High Rated Issues		
#	Description	Impacts / Next Steps
I34	AMS Messaging Structure incorrect due to outdated requirements. AMS Messaging Structure requirements and s6(a) – updated version of relevant documents received on 22 June necessitating rework for both development and testing.	Impacts the SW development, testing as well as the test environments as the system that the IDme MBIS interface to are simulated and also need to be changed. Change request has been raised and is awaiting approval.
I36	Data Migration data transformations MBIE have confirmed that the following risk is now an issue that needs to be resolved since they had incorrectly assumed that Data Transformation would be completed by NEC during the data migration process. Risk: "If MBIE as System Integrator is unable to complete the transformation of the reference data to ensure it is in the format required by NEC in sufficient time and provide the required sample data, then the system testing of the data migration process will be delayed, resulting in a delay to the SIT entry date of 29 August 2022."	The current set of sample data provided has failed a validation check for 100% of the records, so is not usable until it has been transformed to the required format. MBIE to engage their service provider to perform required transformations and provide updated sample data. MBIE to provide estimated date for transformed data availability in SIT.
I37	The following challenges that were identified as risks are now a reality and resulted in slippage to the Delivery into SIT - Staff shortage impacts due to COVID in the NEC teams across the globe - Additional unplanned testing required due to the nature of the MBIE workflow enhancements - Added complexity and delays resulting from the AIM-XM upgrade from 2.09 to 2.11 (This decision made to ensure that MBIE will not be required to perform the upgrade and related data conversion post go-live) - Diversion of NECAM resource required to assist with SDD progression has resulted in delays to delivery of some key features & defects The additional requirement for MBIE to transform the data to match their reference data will also impact the timeline for SIT	Progress Change request CR26 to adjust the SIT entry date

High Rated Change Requests			
#	Title	Schedule Impact	Total Cost Impact
C21	BCU System Design Document Delays	Delay SIT entry by 6-8 weeks	N/a
C23	New AMS s6(a) result in Interface Update	Impact to schedule – 2-week delay to drop 2 of NEC	s9(2)(b)(ii)
C24	Reveal CSCRD - 4 unsupported features	TBC	TBC
C26	SIT Entry Timeline Impacts	6 Weeks delay to commencement of SIT	TBC
C27	Data Migration MBIE Reference data validation	5 Weeks + Migration performance impacts	\$37,000
C28	AMS DB Message Structure - Missing fields in AMS Design Document DXC BCU AMS Detailed Design - 1_March_2022	Same as for C23	s9(2)(b)(ii)
C30	Reveal QC Edit - suggestion about adding a submit button		
C31	AMS DB Message Structure - CreationChannel field content	Same as for C23	TBC

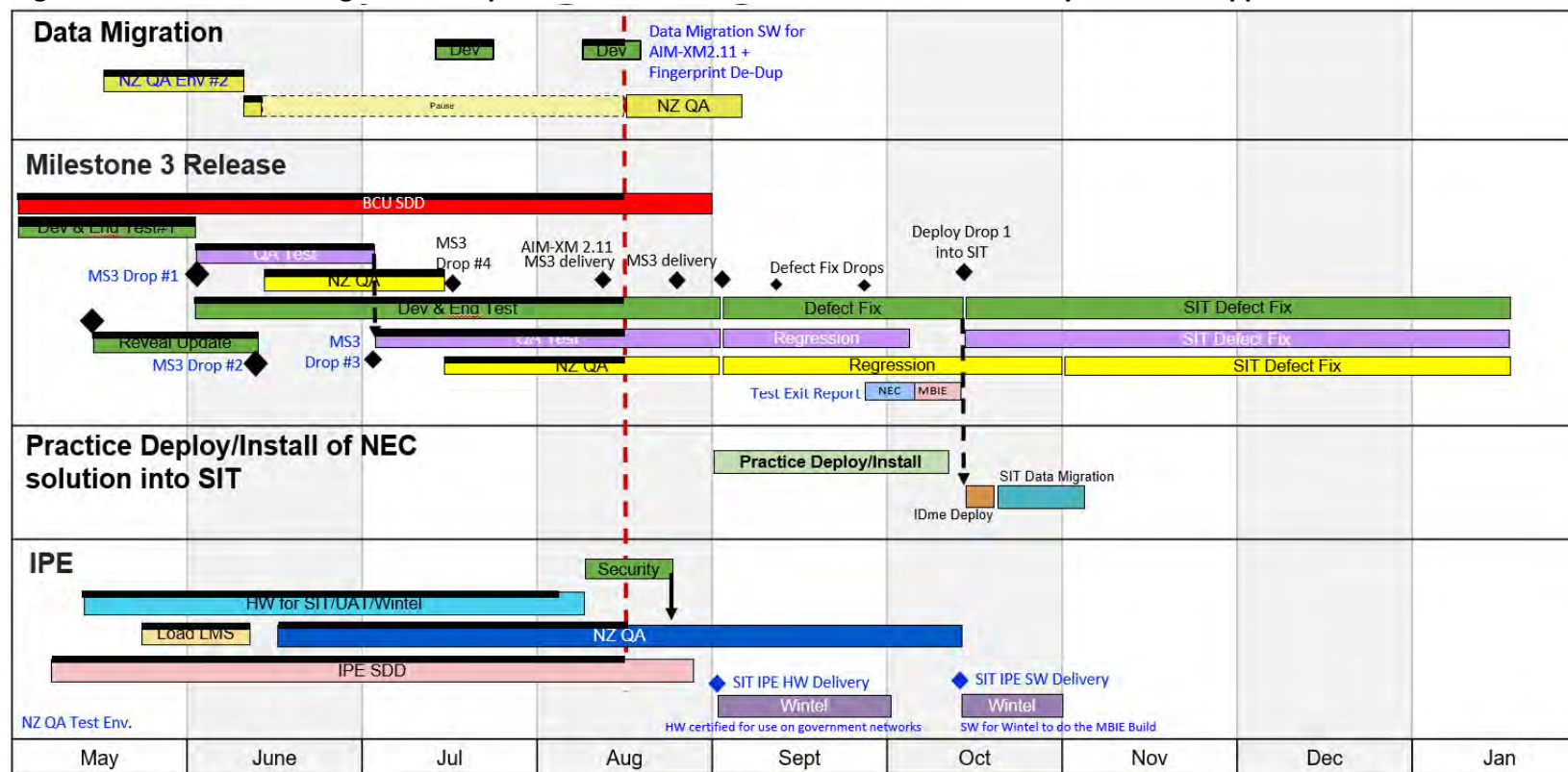
Actions							
AP#	Date	Action	Owner	Original Due Date	Due by	Update/Comments	Status
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording.	s9(2)(a)			21/07/2022 Unified Service Management organised for next week to begin discussion around interaction of vendors and expectations. s9(2)(b)(ii)	Ongoing
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022	s9(2)(a)	1/7/2022	13/7/2022	18/08/22 Updated schedule released to MBIE on 14/08/22 Update to be provided 19/08/22.	

Minutes of SGM held on 9 August 2022 not available at the time of writing this report. Status or new action items not updated.

Data Migration Data Conversion Tasks • Dev & End Test • Master Demographic Data Model • MBIE BCU Migration Plan (Approved) • Sample data NEC NZ standing up second QA environment Data Migration SW for AIM-XM2.11 + Fingerprint De-Dup									
Milestone 2 Release MS2 dev based on 4 March Reveal CSCRD release. Further changes move to MS3 Key Features • Maintenance workflow • s6(a) • Reveal (all features except changes made after 4 March 2022) • Interface									
Milestone 3 Release Integra-ID (IBW) CCRD & Config Approved Reveal CSCRD Document (MBIE reviewing) Integra ID/IBW CCRD Document (Approved – Conditionally) IBW Configuration Spreadsheet (Approved – Conditionally) Reporting Requirements SDD (Monitoring / Alarms)									
IPE HW for SIT/OAT/Wintel NZ QA Test Env. IPE - LIMS IPE SDD SIT IPE HW Delivery Wintel									
Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	

- Page 10 of 18

High-level Schedule Showing the development schedule to meet the 10 October Sit Entry once CR26 approved.



- Data Migration: New release for AIM-XM 2.11. One NZ QA test environment now upgraded to AIM-XM 2.11 as to continue with the DM testing
- MS3 Drop released 12 August - in NECAM QA and NZ QA Environment for smoke testing. Testing continues at both sites.
- Practice Deployment onto the MBIE IDme SIT environment to commence the end of August.,
- PE – LMS loaded onto NZ QA Environments. IPE to LMS connections tested. Full IPE function testing in progress.
- IPE Hardware for SIT/UAT/Wintel ordered. Longest lead time item the Toughpad docking station.

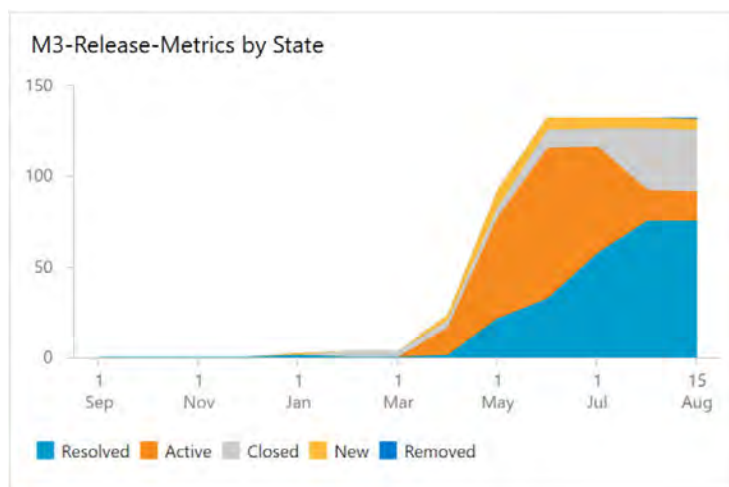
Design Document Status – 04 August 2022

BCU Deliverables to MBIE	Brief Status
Reveal CSCRD	Conditionally approved – 12 May
Reveal Workflows	Conditionally approved – 22 April
Reveal User Interfaces - Wireframes	Conditionally approved – 22 April
Reveal Data Element Spreadsheet	Conditionally approved – 22 April
Integra-ID (IBW) CCRD	Conditionally approved – 8 April
Integra-ID (IBW) Configuration Spreadsheet	Conditionally approved – 8 April
IDme SDD System Design Document	Document review approach agreed with MBIE (Prioritised Sections). Issue Tracker established to track and monitor required document changes resulting from section reviews. Review of remaining sections of SDD progressing to plan with completion on track for End August.
IDme Reporting Requirements	<u>Reports design document released to MBIE - 14 June.</u> Awaiting MBIE acceptance & confirmation of date for this. Report development progressing in parallel. s 9(2)(a) - New MBIE Reports BA appointed.
IDme Migration Plan	V1.8 – Approved. Will need to be reviewed once the decision regarding the data transformation during the data migration has been resolved. Request for the IDME solution to provide a “fingerprint de-dup” process tool to be delivered to NZ QA in August.

BCU Deliverables to MBIE	Brief Status
IDme System Interface Document IRD (All Interfaces)	• Approved • Update requested by MBIE - Include details of the AMS DB Messages content. • Interface Requirement Document (IRD) needs to be updated for the AMS DB01, DB16a and DB17 messages as per the document DXC BCU AMS Detailed Design - 1_March_2022 APPROVED. Change request C23, 28 and 31
IDme Test plan	Approved
IDme Traceability	In progress. To be completed once the development documents are done.
IPE Deliverables to MBIE	Brief Status
Hardware Requirements	NEC IPE Hardware Requirements v2.2 - received 16 March. IPE Hardware for BCU Wintel and Test Teams – Received 22 April
IPE SDD	Update the IPE SDD document - Sections 4 & 5 released to MBIE to review on 12 August. NEC working on the Security and Architecture sections
IPE Hardware Specification	V0.5 - MBIE provided review feedback on 2 May. To be finalised once the Mobile Kit Fingerprint Scanner is selected by MBIE – remains outstanding.
IPE Test Plan	IPE Test Plan released to MBIE on 10 August
IPE Traceability	In progress. Has been updated with the latest information in the SDD.

Milestone 3 development Status – 15 August 2022

MS3 sixth drop from Development to QA was made on 12 August. This now includes the AIM-XM 2.11 core product. Both the NECAM and NZ QA teams have loaded the new version. This also allows the Data Migration process to be tested as this requires the AIM-XM 2.11 to be on the NZ QA Environment.



Milestone 2 & 3 Overall System Test execution progress as of 15 August

Phase	Total	Pass	Fail	Blocked	Not Run / In progress	Invalid
Data Migration	94	0	0	0	94	0
NECAM ST M3	2500	1600	153	156	21	617
NECAM ST M2	903	742	61	14	1	85
NEC NZ SIT M3	112	18	22	48	23	0
NEC NZ SIT M2	202	153	23	7	0	19
NEC NZ M1 (retest)	34	34	0	0	0	0
IPE	290	84	36	32	134	4

Milestone 2 NECAM System Test execution progress as of 15 August

M2_Release UI Execution - Charts

	Passed	Not applicable	Failed	Blocked	In progress	Total
Candidate Analy...	40	0	7	7	0	54
Identity Resolu...	40	0	2	0	0	42
Dashboard	33	5	4	0	0	42
Face Analysis O...	41	0	0	0	0	41
Biographic Anal...	39	0	2	0	0	41
Gallery Search ...	38	1	1	0	0	40
Results Display...	35	0	1	2	0	38
Face Analysis S...	34	0	2	0	0	36
Identity Resolu...	34	0	1	0	0	35
Image Enhanceme...	34	0	0	0	0	34
Ad Hoc Face Sea...	30	1	0	0	0	31
Reveal Ad Hoc B...	0	30	0	0	0	30
(old) Identity ...	14	13	1	2	0	30
Biographic Anal...	27	0	2	0	0	29
Ad Hoc Face Sea...	26	0	3	0	0	29
Ad Hoc Biograph...	26	0	3	0	0	29
Result Display ...	22	0	4	1	0	27
Face Image Disc...	25	0	2	0	0	27
Ad Hoc Face Sea...	25	0	0	0	0	25
Ad Hoc Face Sea...	20	2	1	0	0	23
Access and Navi...	21	0	2	0	0	23
Unknown Face An...	17	0	3	0	0	20
(old) Identity ...	16	2	0	0	1	19
Ad Hoc Biograph...	14	0	3	0	0	17
Ad Hoc Biograph...	16	0	1	0	0	17
(other)	75	31	16	2	0	124
Total	742	85	61	14	1	903

Last week's totals

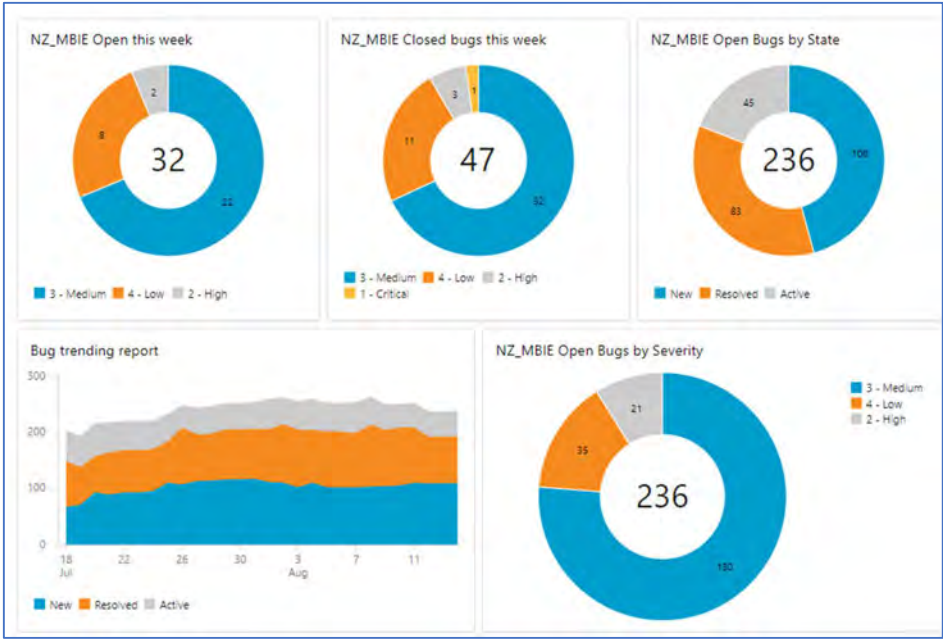


M3_Release - Charts

	Passed	Not applicable	Blocked	Failed	Not run	In progress	Paused	Total
Browse	444	282	0	48	0	0	0	774
Verify	85	83	70	1	0	0	0	239
Tenprint	0	126	0	4	0	0	0	130
Auto Verify	68	3	0	0	0	0	0	71
Tenprint Verify	0	0	70	0	0	0	0	70
NSW	0	70	0	0	0	0	0	70
JobQueue	59	6	0	0	2	0	2	69
Candidate Analy...	40	0	7	7	0	0	0	54
Queue	35	0	1	12	0	0	0	48
Identity Resolu...	40	0	0	2	0	0	0	42
Dashboard	33	5	0	4	0	0	0	42
Face Analysis O...	41	0	0	0	0	0	0	41
Biographic Anal...	39	0	0	2	0	0	0	41
Gallery Search ...	38	1	0	1	0	0	0	40
Face Decision D...	37	2	1	0	0	0	0	40
Biographic Deci...	35	0	2	3	0	0	0	40
Results Display...	35	0	2	1	0	0	0	38
Face Decision D...	32	0	1	4	0	0	0	37
Biographic Deci...	35	0	0	2	0	0	0	37
Face Analysis S...	34	0	0	2	0	0	0	36
Identity Resolu...	34	0	0	1	0	0	0	35
Global Search	0	35	0	0	0	0	0	35
Image Enhanceme...	34	0	0	0	0	0	0	34
Facial Rules	25	0	0	4	0	0	0	29
Biographic Anal...	27	0	0	2	0	0	0	29
(other)	345	4	2	53	9	9	0	422
Total	1.6K	617	156	153	11	9	2	2.5K

Note that the test cases from Milestones 1 and 2 are now included in the Milestone 3 test status report.

Milestone 2 & 3 NECAM testing Defect Status - 15 August

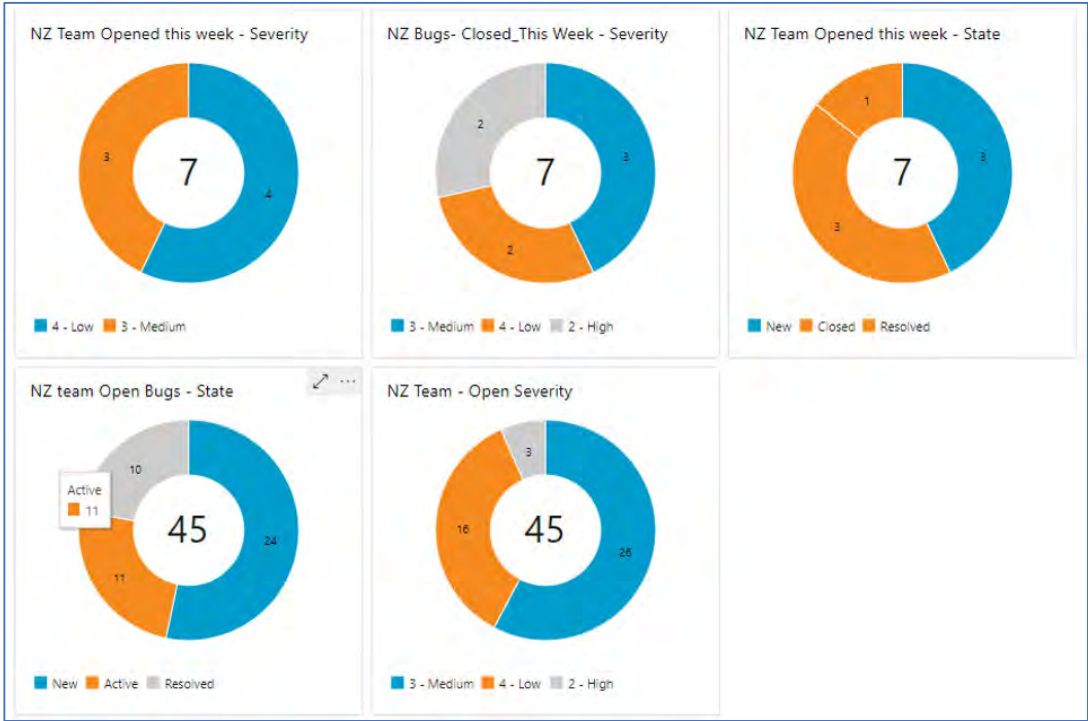


Defect Burndown chart for development testing and QA Testing.



Milestone 2 & 3 NZ QA testing Defect Status – 15 August

The following are the defects raised by the test team in NZ who are testing MS2 against the MBIE based use cases.



Note that defect tickets only get closed when the person who raised the ticket retests to confirm that the defect is fixed. Therefore, the number of defects is shown as being high, but the ones marked resolved are fixed and need the retest to close. The retest can only take place after the fix is included in the next SW release to QA at the end of each sprint cycle.



BCU Project Steering Group

Meeting Minutes

Date & Time	Tuesday 23 August 2022, 11.30am-12.30pm
Location	Online via Teams
Agenda	Agenda
Members	Stephen Dunstan (Chair), s9(2)(a)
Attendees	s9(2)(a) s9(2)(a)
Apologies	s9(2)(a)
Documents	

1. Project update and briefing ahead of NEC participation

- Previous Minutes from last full meeting accepted.
- Revised Draft Steering Group ToR discussed:
 - NEC to be asked to join as full group members s9(2)(a) – Stephen to raise with NEC.
 - Richard Owen to take up Business Owner role. Invite to meeting(s) to be sent to Richard, induction briefing – Action: s9(2)(a)
 - Meeting Agenda to be realigned; NEC status update, MBIE status update, Open Issues/ Risks. -45mins. Financials/ Commercial 15min MBIE only – Action: s9(2)(a)
 - Status report wording to be aligned appropriate for joint membership – Action: s9(2)(a)

2. NEC attendance 11:45am, s9(2)(a)

- Status Report taken as read.
- Additional points raised and discussed:
 - Ratification of CR26 option 2 – early SIT Entry approach – Signed CR to be returned to NEC – Action: s9(2)(a)
 - SDD (x2) confirmed by S as on track for completion at the end of August.
 - Open issues listed in report are all currently in-flight and being actioned.
 - A SIT Implementation plan is being worked on and will be delivered to MBIE by CoB Friday 26/08 – Action: s9(2)(a)
 - MBIE Security endorsement for SIT Entry was discussed:
 - Security risk memo has been deferred as assumption is full design & testing will be complete by SIT Entry completion date 10th Oct
 - s9(2)(a)
 - Acknowledgment of receipt of end-to-end delivery schedule late Monday 22/08 – in review
 - New Purchase Order for implementation SoW raised/ approval in-flight. Follow up on status – Action: s9(2)(a)
 - MBIE stated the desire to make payments for MS 1 & 2 in August

- Questions raised to NEC by the group:
 - Q: When is the next product Showcase scheduled? A: Confirmed week beginning 5 September.
 - Q: Will the full solution be presented at the next Showcase? A: The desire is to show as much as possible within the constraint of testing progress.
 - Q: What are the changed dates in relation to CR 26 option selection that have been advised today? A: Clarified as internal NEC month end dates for realisation of milestones.
 - Q: What is the feeling regarding testing defects and resolution status – Medium defects seem to be increasing? A: Some concern over the number of medium rated defects, but overall confident able to manage. Noted that the originator of the defect must close the defect, which is sometimes slower to occur, therefore the Open number shown is actually higher than actually still Open.
- **NEC left the meeting at 12:10 pm**

3. Post NEC Progress Update Discussion:

- The Steering Group thanked s9(2)(a) for her contribution to the project and wished her well in her next endeavour.
- The Steering Group welcomed s 9(2) as the new delivery Senior Project Manager.
- Several resource related points were discussed:
 - s 9(2)(a) Next steps to determine the resource requirement going forward and developing an exit pathway have started.
 - A new senior business analyst, initially focused on Reporting, has started on the project. Reporting being an area the project is not as advanced as it should be, so is a priority.
- Several points on Project Change Request #4 were discussed:
 - The document is finalised and has been endorsed by project stakeholders including Richard Owen (Business Owner).
 - A check is to be made on the maintenance and support figures included before submission – **Action:** s9(2)(a)
- Status Report financials are currently reflecting recent Capex to Opex adjustments, but are not yet reflecting CR#4 changes, so are not giving a fully accurate picture. Notes included in the report show the financial position post approval of CR#4.
- Summary delivery milestones to be added to project status reporting – **AP#174:** s9(2)(a)
-

Commercial Update:

- NEC Payment milestones were discussed:
 - There is a desire to make the payments this month (August).
 - A new Purchase Order has been required due to cancellation of the original. Due to the value (\$7.3M) it requires CE approval.
- An additional extension to the Datacom Squad SoW to cover a DevOps resource for NEC software deployment execution is being drafted and will be submitted for approval to DDI DS.
- The NEC maintenance agreement was discussed:
 - s9(2)(b)(ii)
 - Convene another meeting with NEC and with MBIE commercial to advance – **Action:** s9(2)(a)

The meeting ended at 12:35pm

4. Open Actions – NEC

AP#	Date	Action	Owner	Update/Comments
AP#154	08/03	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway. NEC couldn't provide a date for when this will be provided to MBIE, but this will be followed up and provided to MBIE by s9(2)(a) along with an update on progress in tracking back to the requirements.	s9(2)(a)	23/8: Revised schedule received – in review 26/7: Revised update due 13th July has not been received by MBIE. Advice today regarding SIT entry slippage now to be incorporated into an updated version once there is a decision on the SIT approach. 12/7: The NEC governance report indicates a revised version will be provided 13th July. 28/6: Discussed and new date of 1 July committed to. 14/06: Working on the IPE detail and working through security concerns. End of this week 17/6/22 deadline to be provided to MBIE. 31/05: The revised schedule has been reviewed. It is not complete. NEC acknowledge this and they will continue to work on updating. NEC to provide completion date. 17/05: Schedule received from NEC. To monitor as not yet reviewed by MBIE 03/05: The NEC end-to-end schedule is yet to be received. NEC committed to providing this by CoP 3 May (as at the date of minutes being finalised, 9 May 2022 this was still yet to arrive from NEC). 07/04 not complete enough. Further updated version to be provided today. 07/04: Revised schedule for review received today from NEC. 22/3: s9(2)(a) to expedite the sessions on the end-to-

AP#	Date	Action	Owner	Update/Comments
				end schedule with the MBIE team as it is a dependency. By end of this week s9(2)(a) will update MBIE on a date for this if this can be sooner than 12 April. 08/03: Opened.
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial querie to resolve. Suggested don't start with a contract as get caught up in wording	s9(2)(a)	23/8: Not discussed. Carried over. 26/7: Clarifications provided. Can be closed 12/7: s9(2)(a) has provided answers, but further clarifications requested. 28/6 - here are two outstanding queries with s9(2)(a) for him to answer: an open question about the support environments, and a second around some of the componentry to scale. s9(2)(a) is following this up as s9(2)(a) were unaware of any actions sitting with MBIE on this AP. 14/06: Still with MBIE to work through, a session is scheduled on this for next week. 31/05: MBIE are progressing a SOM document incorporating material from the paper provided by NEC. A first draft will be shared shortly. Model for the Maintenance fee is being reviewed by MBIE. No further action required by NEC at this point. 03/05: Clarifications received from NEC, walkthrough scheduled for this week.

AP#	Date	Action	Owner	Update/Comments
				07/04: A list of questions/clarifications has gone back to NEC on the proposed Maintenance Model. 22/03: Discussions re maintenance and licensing cost model continue. NEC preparing a draft support SoW for discussion. 08/03: Discussed and agreed to reactivate. 01/02: Carried over. Focus on design closure has restricted ability to respond to material provided by NEC prior to Christmas. 14/12 No change. Discussed during today's meeting and new action raised s9(2)(a) to set up next workshop session. 22/11 Draft Document for review received from NEC during the period. Design documentation finalization is the key focus currently so further work will likely be delayed till the new year. 02/11 Next meeting scheduled for 4th November 19/10 In progress with NEC. 06/10 Initial meeting held. NEC to propose support framework to MBIE. 21/09 NEC have scheduled an initial meeting to start this activity. 07/09 Update not provided
AP#177	23/8/22	s9(2)(a) to provided SIT Implementation plan by CoB Friday 26/8		23/8: Opened

5. Open Actions - MBIE

AP#	Date	Action	Owner	Update/Comments
AP#178	23/8/22	Send Steering Group meeting invitation to Richard Owen, and arrange induction to project.	s9(2)(a)	23/8 - Opened
AP#179	23/8/2022	Re-align the Steering Group agenda with new group structure	s9(2)(a)	23/8 - Opened
AP#180	23/8/2022	Revise project status report wording appropriate for new group structure	s9(2)(a)	23/8 - Opened
AP#181	23/8/2022	Return signed CR26 to NEC	s9(2)	23/8 - Opened
AP#182	23/8/2022	Follow up on status of new NEC PO	s9(2)	23/8 - Opened
AP#183	23/8/2022	Check NEC Maintenance & Support figures included in CR#4	s9(2)(a)	23/8 - Opened
AP#184	23/8/2022	Set up meeting with NEC to progress License/ Maint fee discuss. Meeting to include MBIE commercial	s9(2)(a)	23/8 - Opened
AP#174	26/7/22	Status Report: s9(2)(a) to align draft delivery milestones in the status report with those documented in CR#4.	s9(2)(a)	23/8 – Not actioned, carried over. 26/7 - Opened

6. Decisions

D#	Date	Decision	Project Server Ref
D#01	14/07/20	Merge the BCU and IPE Projects and submit one change request.	D00357
D#02	10/09/20	The upgraded solution will continue to be called ID e.	D00387
D#03	10/09/20	Elevate Reference Group to Steering Group with new ToR and include Vendors to attend by Invitation.	D00396
D#04	20/11/20	Stephen directed the contracting of s9(2)(a) via INZ to be completed as soon as possible to mitigate the technical risk to the project.	NA
D#05	15/12/20 04/05/21	Decommissioning of IGMS IDme to be a separate project. (no longer in BCU project scope) Note this decision has been reversed. Decommissioning will remain in scope for CR03.	D00441

7. Recently Closed actions

AP#	Date	Action	Owner	Update/Comments
AP#175	26/7/22	s9(2)(a) to send MBIE's Approach for resolution of the data transformation issue to NEC.	s9(2)(a)	23/8: Provided can be closed. 26/7 - Opened
AP#176	26/7/22	s9(2)(a) provide NEC SIT Entry options by COB Thursday 28/7		23/8: Provided. Can be closed. 26/7: Opened

AP#	Date	Action	Owner	Update/Comments
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022		23/8: Provided. Can be closed. 26/7: Action is a duplicate of AP154. Can be closed as being tracked under that number. 12/7: Version received; however critical path is unable to be determined, as still not complete. An updated version has been requested and scheduled for 13th July delivery. 28/6 - Opened
#AP166	14/06/22	28/6 - NEC need to confirm the state of the product MBIE will be seeing for the second showcase session. NEC indicated the intent is to show as much up-to-date product at that time, but NEC need to confirm what that will look like, and whether a further showcase shortly thereafter will be scheduled as well. 14/6 - NEC to propose a new date for the next showcase, to take place within 3-5 weeks (which will be between 5th – 19th July 2022).		26/7 Showcase has occurred. Can be closed. 12/7: Software version confirmed as 1st July release. 28/6 Date proposed for 21 July, content/product version to be confirmed by NEC, with expectation that it will cover the bulk of the solution. Action description updated to reflect this 14/6 Opened
#AP165	14/06/22	NEC to provide a plan and timeframe for the SDDs this week.		23/8: Provided. Can be closed. 26/7: Plan provided. Can be closed. 12/7: IDme SDD completion plan received. Issue can be closed. 28/6 IPE SDD has been received but IDme SDD plan is still outstanding. 14/6 Opened
AP#138	19/10	Include burn down view of progress to SIT entry milestone in status reporting.	s9(2)(a)	23/8: SIT entry approach agreed. Can be closed. 26/7: Method to be amended to show actual progress to milestone as well as testing status. 12/7: s 9(2)(a) . Not discussed as per Rob's action of 14/6. Carry over. 28/6: Not discussed, carried over. 14/06: MBIE awaiting a view that tracks against milestones. s9(2)(a) will follow this up with the NECAM team.

AP#	Date	Action	Owner	Update/Comments
				17/05: Request for NEC to improve presentation of info 07/04: This week's NEC report contains several graphs depicting progress. NEC will need to walk the group through the graphs and the underpinning measurement detail to clarify the information being shown. 22/03: Still a work in progress. Carried over. 08/03: Carried over 22/02: Will be discussed as part of the Reporting review session scheduled for this week. 08/02 : Again discussed as part of reporting in general and stressed that this is a mandatory requirement to provide visibility of progress toward critical milestones. Some indication of the build status has been included in this week's governance reporting. 01/02 : Again discussed at this meeting. No visibility provided yet. See commentary in minutes 14/12 Yet to be incorporated into weekly status reporting, and again discussed as being required. Will be addressed when NEC commence reporting against the schedule. 22/11 Yet to be incorporated into reporting 02/11 Requested. Yet to be incorporated into reporting. 19/10 In progress.
AP#168	28/6/22	s9(2)(a) will provide s9(2)(a) with bullet points for a follow-up meeting with s9(2)(a) Stephen and then their meeting with s9(2)(a) at NEC.	s9(2)(a)	28/6 – Opened. Closed
AP#169	12/7/22	s9(2)(a) to arrange a weekly check-in meeting with NEC.	s9(2)(a)	12/7 – Opened Closed.
AP#171	12/7/22	s9(2)(a) to submit the project governance report out of cycle, summarise anything in the report.	s9(2)(a)	12/7 – Opened Closed.
AP#168	28/6/22	s9(2)(a) will provide s9(2)(a) with bullet points for a follow-up meeting with s9(2)(a) Stephen	s9(2)(a)	12/7: Completed. Closed.

AP#	Date	Action	Owner	Update/Comments
		and then their meeting with s9(2)(a) at NEC.		28/6 – Opened.
AP#169	12/7/22	s9(2)(a) to arrange a weekly check-in meeting with NEC.	s9(2)(a)	26/7: Closed 12/7 - Opened
AP#171	12/7/22	s9(2)(a) to submit the project governance report out of cycle noting anything of substance in the report.	s9(2)(a)	26/7: Closed 12/7 - Opened
AP#170	12/7/22	s9(2)(a) to develop a NEC payment milestone unbundling proposal.	s9(2)(a)	26/7: Material has been provided to s9(2)(a) who in turn has agreed with Stephen, s9(2)(a) that initial deliverable payments can be made. Can be closed. 12/7 - Opened

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

Overall RAG Status BCU		Mitigation/Path to Green
Commentary on overall status	MS3 19 August drop now in test on NECAM QA and NZ QA. Target SIT entry 10th October (delivery of completed Test Exit report to MBIE). NEC working with MBIE to commence practice deployments in SIT from end August IDme SDD document finalising outstanding tracker items to enable delivery end August.	

Overall RAG Status IPE		Mitigation/Path to Green
Commentary on overall status	IPE SDD in progress. NEC working on the latest MBIE feedback on sections 4 & 5 as well as the Security and architecture sections. Ordered the kits for SIT/UAT/Pre-Prod Note: The Toughpad docking stations is a long lead item. Hardware delivered to Wintel to start the registration of the HW for use on NZ Government networks.	Initial orders were placed early, and goods are being airfreighted to NZ.

RAG Status of key Measures BCU		
Scope		Review and delivery of the updated prioritised sections of BCU SDD is progressing to plan. Reporting documents - information per report identified. Report layouts design complete. Workshop with MBIE completed and awaiting MBIE approval of design. s9(2)(a)
Budget		NEC project cost unchanged. Maintenance and support to be discussed following confirmation of MBIE direction.
Schedule		Practice Deployment into SIT planned for commencement end August. Delivery of test exit report 10th October.
Resource		Second NZ QA environment stood up and now in use. This will assist in testing progress as well as allow non testing activities to take place without impacting the QA process. These activities include the data migration testing and capturing screenshots for user manuals. Covid-19 impacting key development team members as well as the NZ Test team RAG amber as any impact to key person availability is a risk being actively managed.
Commercial		Licensing, Support and Maintenance under discussion.
Relationship		Changes in MBIE delivery structure and NEC team adjustments have resulted in the establishment of a good working relationship.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

Progress Towards Milestones-BCU					
	Description	Status	Date in var. 1.5	Current target date	Comment
M1	Discovery Artefacts	100% Complete	01/09/2020		Complete.
M2	Project Schedule	100% Complete	15/09/2020	13/08/2022	Updated as per CR26
M3a	Out of the Box Design	100% Complete	30/09/2020	July 2022	New version of AIM-XM 2.11 released
M3b	Completion of Detailed Design	99% Complete	13/09/2021	31/08/2022 01/09/2022	Final full review by NEC 1/9 to enable delivery of baselined document
M4	SIT Delivery	95% Complete	30/11/2021	10 Oct 2022	C26 SIT Entry Timeline Impacts – approved
M5	UAT Delivery	0% Complete	22/02/2022	Jan 2023	Not Started
M6	Pre-Prod delivery	0% Complete	13/04/2022	May 2023	Not Started
M7	Production delivery	0% Complete	22/07/2022	July 2023	Delivery for DR test Go live – Aug 2023
M8	End of Early Life Support	0% Complete	22/09/2022	Oct 2023	2 months past go live

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M1	Discovery Artefacts	100% Complete			Complete.
M2	Project Schedule	100% Complete	01/02/2021	13/08/2022	Updated as per CR26
M3a	Completion of Detailed Design	95% Complete	26/02/2021	End August	IPE SDD - MBIE review feedback received Comments being worked through.
M3b	Delivery of NEC Test Plan	95% Complete			Review feedback received from MBIE To be in line with latest IPE SDD document
M4	Hardware Procurement	For SIT/UAT - 90% Complete For Prod - to be purchased after SIT.	5/03/2021	Aug 2022 Set of HW to be delivered to Wintel.	- SIT/UAT: MBIE has approved hardware required for testing - Set of HW delivered to Wintel 26 August - for getting the HW certified for use on government networks.
M5a	Delivery of NEC's IPE software phase 1: SIT	95% Complete	19/03/2021	End October 2022	Now synced with BCU SIT Date. Date impacted by change requests under discussion: C26 SIT Entry Timeline Impacts
M05B	Delivery of two sets of Hardware for testing purposes	85% Complete	29/03/2021	End August 2022	Delivery of two sets of Hardware to the Ministry for SIT testing purposes. Discussion to be held as to finalise delivery as SW security fixes have been delayed due to other key features taking priority.

**MBIE Biometric Capability Upgrade and In Person Enrolment
Governance Report 02/09/2022**

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M6	Delivery of NEC's IPE software phase 2: UAT	0% Complete	10/05/2021	Jan 2023	Not started.
M7	Delivery of NEC's IPE software phase 3: Pre-Prod	0% Complete	11/08/2021	May 2023	Not started.
M8	Support Establishment	11% Complete	10/09/2021	TBC	Met with Datacom and MBIE and have been provided details on the USM – working on reviewing internally
M9	Delivery of NEC's IPE software phase 4: Production	0% Complete	21/09/2021	May 2023 for DR test. July 2023. Go live Aug 2023	Not started.

**MBIE Biometric Capability Upgrade and In Person Enrolment
Governance Report 02/09/2022**

High Rated Risks				
#	Description	Mitigation/Treatment Plan		RAG
R25	Reporting feature delivery If the MBIE approval of the reporting requirements design document is delayed due to an inadequate understanding of the available reporting capability, then the completion of the development of the reports is likely to be delayed.	1) progress development in parallel with review/approval of design 2) NEC place focus on completion of Reporting section in SDD to help with understanding of functionality provided OOTB 3) Review and update system test plan to cater for delay in completion of reports 4) Discuss/agree with MBIE for potential delay in delivery of reporting component into SIT environment (post data migration)		Yellow
R26	s6(a) 	s6(a) 		Green
R28	Reveal & IBW User Manual Documentation If the Reveal & IBW user documentation MBIE requirements are not clearly defined, there is a high likelihood that it might take considerable effort to produce something that the MBIE Business users might find acceptable and usable, resulting in delays and having the documentation ready, and increased cost for the project	1) Engage MBIE Business users early to understand and clarify expectations 2) Ensure NECAM documentation team are closely involved in discussions with MBIE 3) Provide suitable test environment access for the documentation writers 4) Provide early samples of output to MBIE Business users for review and validation		Yellow

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

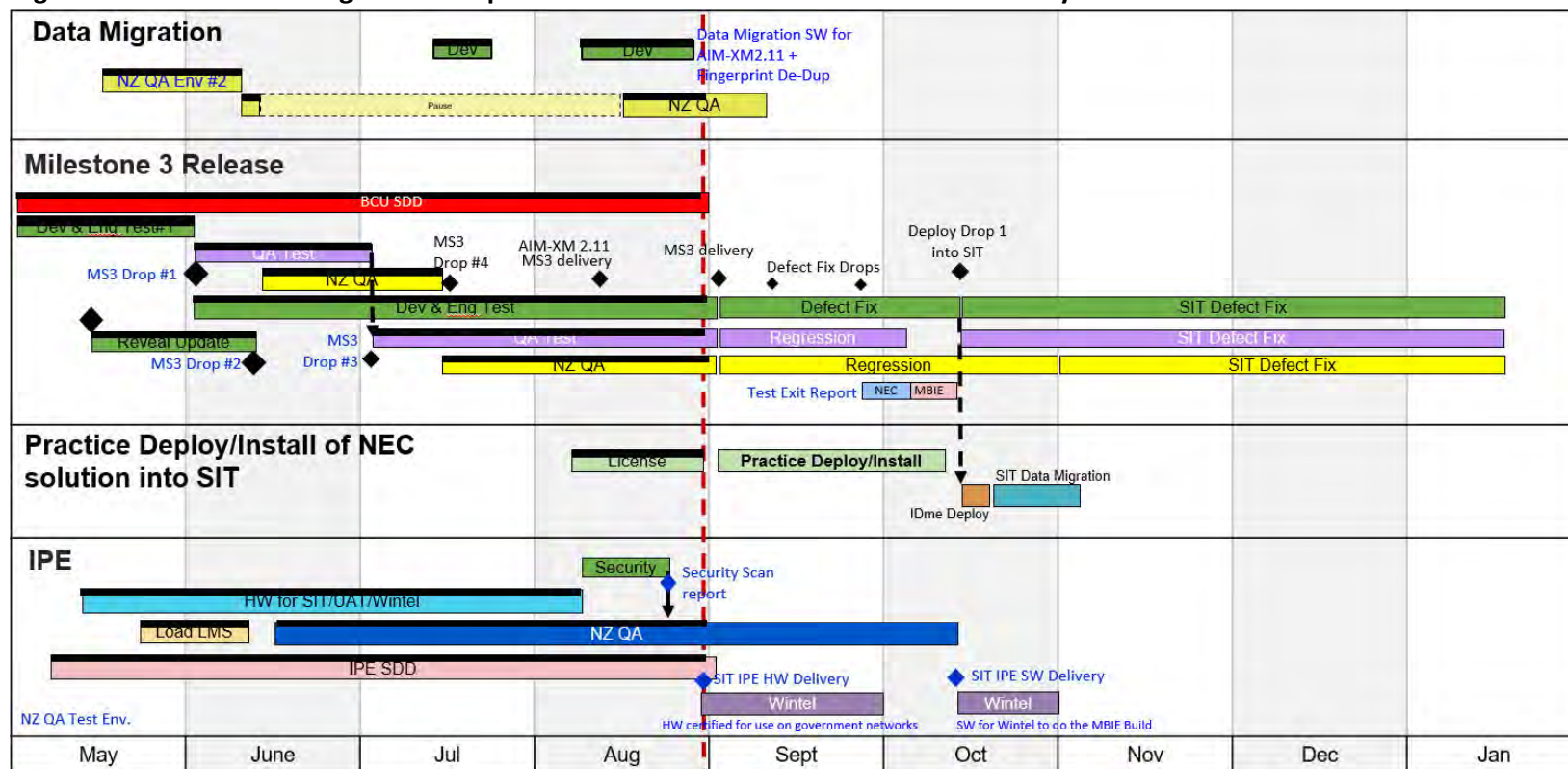
High Rated Issues		
#	Description	Impacts / Next Steps
I34	AMS Messaging Structure incorrect due to outdated requirements. AMS Messaging Structure requirements and s6(a) – updated version of relevant documents received on 22 June necessitating rework for both development and testing.	Impacts the SW development, testing as well as the test environments as the system that the IDme MBIS interface to are simulated and also need to be changed. Change request has been raised and is awaiting approval.
I36	Data Migration data transformations MBIE have confirmed that the following risk is now an issue that needs to be resolved since they had incorrectly assumed that Data Transformation would be completed by NEC during the data migration process. Risk: "If MBIE as System Integrator is unable to complete the transformation of the reference data to ensure it is in the format required by NEC in sufficient time and provide the required sample data, then the system testing of the data migration process will be delayed, resulting in a delay to the SIT entry date of 29 August 2022."	The current set of sample data provided has failed a validation check for 100% of the records, so is not usable until it has been transformed to the required format. MBIE to engage their service provider to perform required transformations and provide updated sample data. MBIE to provide estimated date for transformed data availability in SIT. This activity on the critical path and impacting time scheduled for system testing.

High Rated Change Requests				
#	Title	Schedule Impact	Total Cost Impact	Status
C21	BCU System Design Document Delays	Delay SIT entry by 6-8 weeks (based on MBIE dependency for BCU SDD)	N/a	Agreed/Approved
C23	New AMS and s6(a) result in Interface Update	Impact to schedule – 2-week delay to drop 2 of NEC	s 9(2)	Waiting for Update AMS Design Document
C24	Reveal CSCRD - 4 unsupported features	No Impact	N/A	Approved - implemented
C26	SIT Entry Timeline Impacts	6 Weeks delay to commencement of SIT	TBC	Approved
C27	Data Migration MBIE Reference data validation	5 Weeks + Migration performance impacts	\$37,000	Declined/Closed
C28	AMS DB Message Structure - Missing fields in AMS Design Document DXC BCU AMS Detailed Design - 1_March_2022	Same as for C23	s 9(2)	Same as for CR23
C31	AMS DB Message Structure - CreationChannel field content	Same as for C23	TBC	Same as for CR23
C32	IBW support for auto-logout	N/A	N/A	

Actions							
AP#	Date	Action	Owner	Original Due Date	Due by	Update/Comments	Status
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording.	Steve/Rob			21/07/2022 Unified Service Management organised for next week to begin discussion around interaction of vendors and expectations. s9(2)(b)(ii)	Ongoing
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022	Kobus	1/7/2022	13/7/2022	18/08/22 Updated schedule released to MBIE on 14/08/22 Update provided 19/08/22.	

Minutes of SGM held on 22 August 2022 not available at the time of writing this report. Status or new action items not updated.

High-level Schedule Showing the development schedule to meet the 10 October Sit Entry.



- Data Migration: New release for AIM-XM 2.11. One NZ QA test environment now upgraded to AIM-XM 2.11 as to continue with the DM testing.
- MS3 Drop released 12 August in NECAM QA and NZ QA Environment Testing continues at both sites.
- Practice Deployment onto the MBIE IDme SIT environment to commence the end of August.
- PE – LMS loaded onto NZ QA Environments. IPE to LMS connections tested. Full IPE function testing in progress.
- IPE Hardware for SIT/UAT/Wintel – most delivered. Longest lead time item the Toughpad docking station.

Design Document Status – 04 August 2022

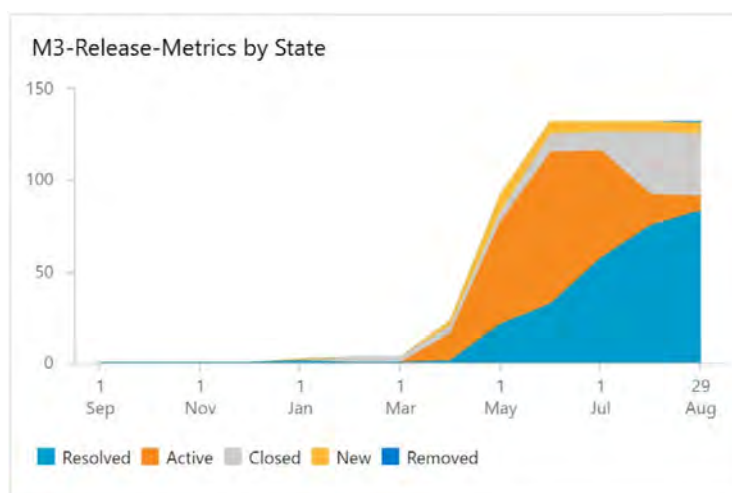
BCU Deliverables to MBIE	Brief Status
Reveal CSCRD	Conditionally approved – 16 May 2022 Requirements INSIGHTSWB-037/038/058/058 - changes agreed to by MBIE. Reveal CSCRD has been updated and re-issued.
Reveal Workflows	Conditionally approved – 22 April
Reveal User Interfaces - Wireframes	Conditionally approved – 22 April
Reveal Data Element Spreadsheet	Conditionally approved – 22 April
Integra-ID (IBW) CCRD	Conditionally approved – 8 April
Integra-ID (IBW) Configuration Spreadsheet	Conditionally approved – 8 April
IDme SDD System Design Document	Document review approach agreed with MBIE (Prioritised Sections). Issue Tracker established to track and monitor required document changes resulting from section reviews. Review of remaining sections of SDD progressing to plan with completion on track for End August.
IDme Reporting Requirements	<u>Reports design document released to MBIE - 14 June.</u> Awaiting MBIE acceptance & confirmation of date for this. Report development progressing in parallel. s9(2)(a)
IDme Migration Plan	V1.8 – Approved. Will need to be reviewed once the decision regarding the data transformation during the data migration has been resolved. Request for the IDME solution to provide a “fingerprint de-dup” process tool to be delivered to NZ QA in August.

BCU Deliverables to MBIE	Brief Status
IDme System Interface Document IRD (All Interfaces)	• Approved • Update requested by MBIE - Include details of the AMS DB Messages content. • Interface Requirement Document (IRD) needs to be updated for the AMS DB01, DB16a and DB17 messages as per the document DXC BCU AMS Detailed Design - 1_March_2022 APPROVED. Change request C23, 28 and 31 • MBIE undertaking analysis of the message structure in the DXC BCU AMS Detailed Design document. • Update Error Handling Table to add error messages for Maintenance workflow when an Identity does not exist.
IDme Test plan	Approved
IDme Traceability	In progress. To be completed once the development documents are done.
IPE Deliverables to MBIE	Brief Status
Hardware Requirements	NEC IPE Hardware Requirements v2.2 - received 16 March. IPE Hardware for BCU Wintel and Test Teams – Update received September 2022
IPE SDD	Update the IPE SDD document in progress. Added backup process to external encrypted hard drive.
IPE Hardware Specification	V0.5 - MBIE provided review feedback on 2 May. To be finalised once the Mobile Kit Fingerprint Scanner is selected by MBIE – remains outstanding.
IPE Test Plan	IPE Test Plan - Review comments received from MBIE. Reviewed by Updates to be made.
IPE Traceability	In progress. Has been updated with the latest information in the SDD.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

Milestone 3 development Status – 30 August 2022

MS3 drop from Development to QA was made on 20 August. This release includes Reveal - Global search and Blind Assessment; AD integration and OSS Library updates for Smartscan & LMS as per Blackduck security scan.



Milestone 3 NECAM System Test execution progress as of 30 August

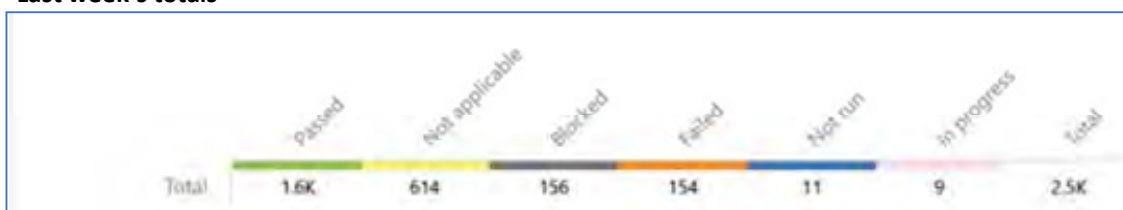
Phase	Total	Pass	Fail	Blocked	Not Run / In progress	Invalid
Data Migration	94	0	0	Not Started, currently waiting for a release from NECAM. Will be starting this week	94	0
NECAM ST M3	2500	1700	125	188	11	537
NECAM ST M2	903	744	59	16	1	83
NEC NZ SIT M3	112	32	26	43	9	2
NEC NZ SIT M2	202	166	17	0	0	19
NEC NZ M1 (retest)	34	34	0	0	0	0
IPE	290	96	40	36	111	7

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

M3_Release - Charts

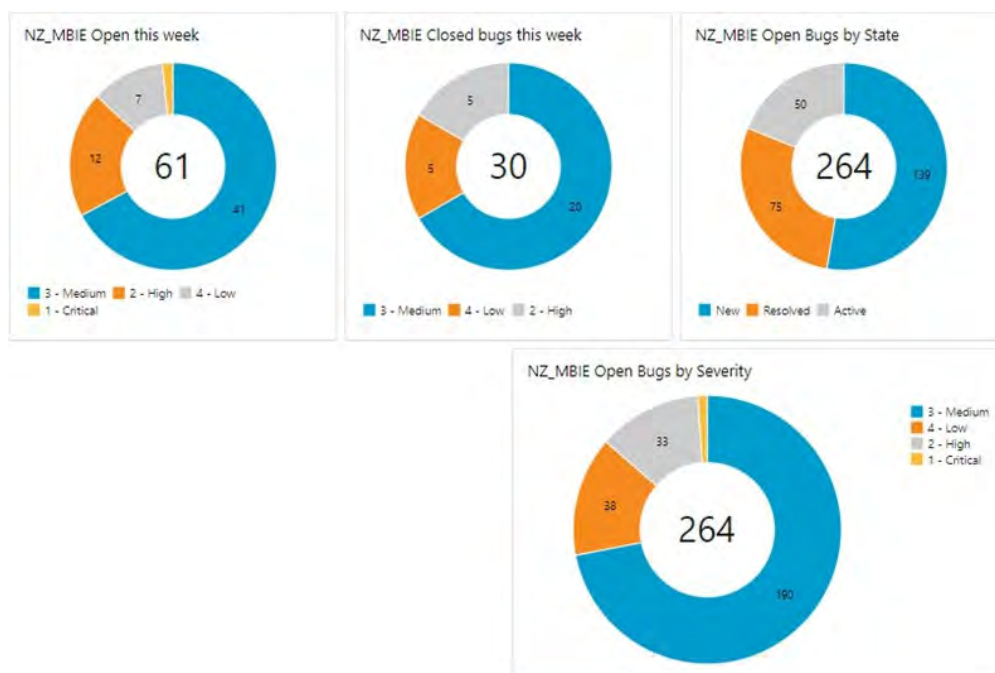
	Passed	Not applicable	Blocked	Failed	Not run	Total
Browse	426	294	30	24	0	774
Verify	85	83	70	1	0	239
Tenprint	86	44	0	0	0	130
Auto Verify	68	3	0	0	0	71
Tenprint Verify	0	0	70	0	0	70
NSW	0	70	0	0	0	70
JobQueue	63	2	1	1	2	69
Candidate Analy...	40	0	7	7	0	54
Queue	37	0	0	11	0	48
Identity Resolu...	40	0	0	2	0	42
Dashboard	33	5	0	4	0	42
Face Analysis O...	41	0	0	0	0	41
Biographic Anal...	39	0	0	2	0	41
Gallery Search ...	38	1	0	1	0	40
Face Decision D...	37	2	1	0	0	40
Biographic Deci...	35	0	2	3	0	40
Results Display...	35	0	2	1	0	38
Face Decision D...	32	0	1	4	0	37
Biographic Deci...	35	0	0	2	0	37
Face Analysis S...	29	0	2	5	0	36
Identity Resolu...	34	0	0	1	0	35
Global Search	1	31	0	3	0	35
Image Enhanceme...	31	0	0	3	0	34
Facial Rules	25	0	0	4	0	29
Biographic Anal...	27	0	0	2	0	29
(other)	365	2	2	44	9	422
Total	1.7K	537	188	125	11	2.5K

Last week's totals



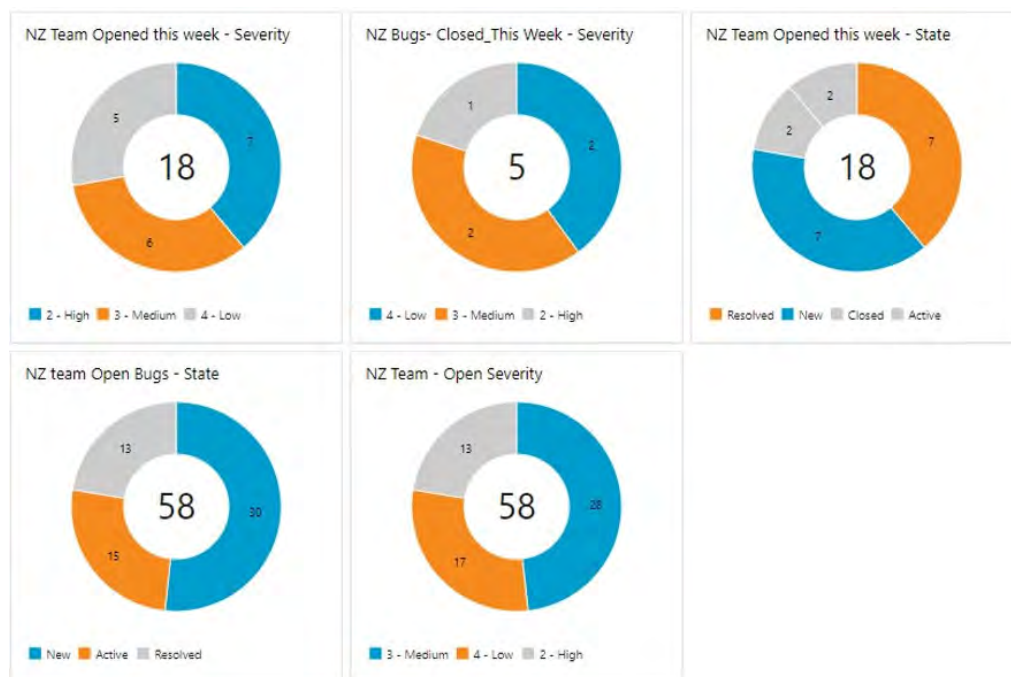
Milestone 3 NECAM testing Defect Status - 30 August

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022



Milestone 2 & 3 NZ QA testing Defect Status – 30 August

The following is the defects raised by the test team in NZ who are testing MS3 against the MBIE based use cases.

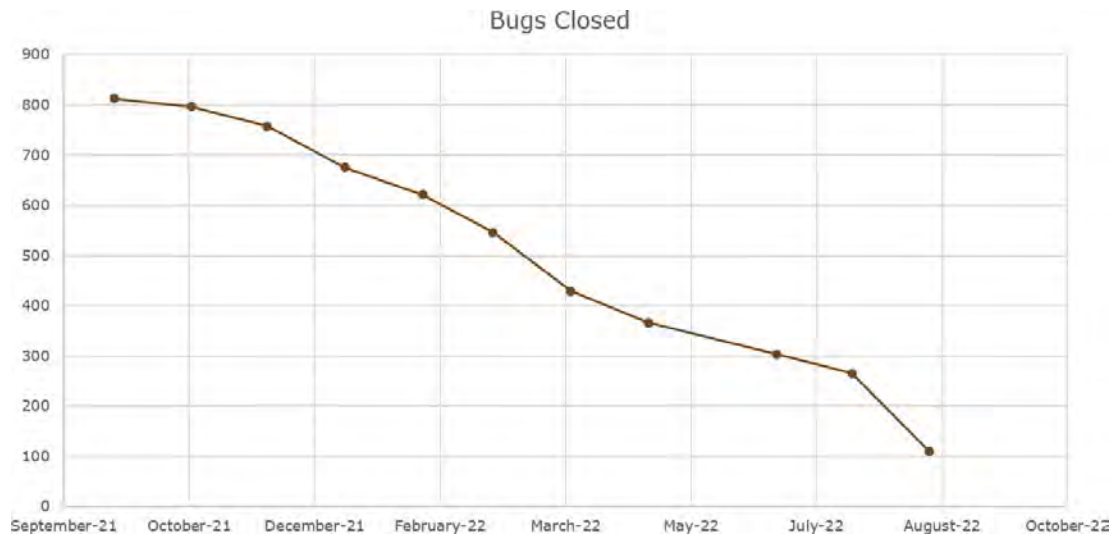


MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

Note that the defect ticket only gets closed when the person who raised the ticket retests as to confirm that the defect is fixed. Therefore, the number of defects is shown as being high, but the ones marked resolved are fixed and need the retest to close.

The retest can only take place after the fix is included in the next SW release to QA at the end of each sprint cycle.

Defect Burndown Chart – 30 August





3644 Biometric Capability Update - Project Status Report - 5 Sep 2022

Project Summary: A project to significantly upgrade the biometrics matching software that is the source of identify information for all non-New Zealanders. Out-dated, complex and inflexible software will be updated so that it is fit for purpose, secure and reduces ongoing costs.

Business Owner: Richard Owen

Project Manager: s9(2)(a)

1. EXECUTIVE SUMMARY:

% Complete	68%	Comments	Date of Completion: 05/09/2022						
Overall Status	●		Highlights: - Revised end to end delivery schedule received from NEC. - Project Governance revised and in place. - Planning for NEC deployment to Systems Integration Testing environment progressing. - NEC design documentation being updated and will be baselined. - Project change request 4 submitted for approval. - Early data migrations for New IQ Office application progressed. - New project manager on-boarded. - Data mapping for migration of data to NEC completed. Working with DXC & Datacom to progress. Lowlights: - Next NEC solution Showcase pushed out one week. - Some resource capacity constraints with some vendors. Governance: - Continued close monitoring. - High visibility of project within NEC: this extends across New Zealand, America and Japanese management. Plan to Green: - Project CR#4: Extended delivery duration & Additional funding, submitted for governance board approval. Noting the project has funding for current commitments. - Project re-planned with new milestone dates. - Revised draft delivery schedule in place.						
Phase	Deliver	Start Date	19 Mar 20	End Date	15 Nov 23	Active Risks	8	Active Issues	2

2. RAG STATUS SUMMARY:

Section	Prev. Status	Curr. Status	Comments
Budget	A	A	Funding required to complete delivery of the project is outlined in project CR04. CR submitted for approval. The project has funding to cover existing commitments.
Schedule	R	R	A revised draft schedule has been validated with all vendors and is now being followed. The schedule will be re-baselined once CR#4 is approved.
Scope	G	G	The project scope is clear
Risks	R	A	The project continues to manage a number of risks related to delivery and impact on budget.
Issues	R	G	Open issues are being managed. There are currently no escalated issues.



Resources	R	G	A new delivery Project manager has been on-boarded. A new project co-ordinator is starting this week.
Benefits	G	G	Benefits remain Green

Status Key: G=On Track A =Plan in dev or awaiting resolution / Result R = Governance attention required

Prev. Status Date:
17 Aug 2022

3. PROGRESS SUMMARY POINTS:

Progress Since Last Report:	Upcoming activities for next period:
Overall: - Project Change Request #4 submitted for approval. Designs, Build & System Test: - NEC IDme and IPE SDD designs progressed. - NEC Reporting walkthrough held. However, the current PDF reports do not meet the business needs. - NEC build and system test progressed - Theta API development and system test progressed - DXC AMS residual build and defect fixes progressed - Datacom Wintel IPE activities progressed Tuning: - Completed InTech Biographic Tuning Deployment to SIT: - NEC deployment planning progressed - Migrations in MBIE environments - Various migration defect fixes progressed Support: - Commenced SLA stream with NEC - Commenced SOM clarification of roles/responsibilities	Designs, Build & System Test: - Complete and baseline NEC Designs - Complete Theta development and system testing - Progress AMS residual build and defect fixes - Progress Wintel IPE hardware certification - Part B solution designs Tuning: - Business review of Biographic Tuning - Progress NEC Biometric (Face) Tuning Deployment to SIT: - Progress all preparation activities - Finalise security - Finalise access authority Migrations in MBIE environments: - Continue various early migration streams - Sample data for NEC migrations

*** 4. MILESTONE PROGRESS:

Title	% Complete	Description	Revised (as per CR#4) date to be delivered by
MS1	95%	NEC Identity & IPE Changes (Build)	November 2022
MS2	50%	Datacom Wintel Identity & IPE Changes	February 2023
MS3	90%	DXC AMS Identity Changes	August 2022
MS4	95%	s9(2)(ba)(ii)	February 2022



MS5	100%	Intech IQ Office Identity Changes	August 2022
MS6	95%	Theta Azure Changes	September 2022
MS7	95%	Datacom IGMS Identity & IPE Changes	September 2022
MS8	50%	INTEGRATED Biographic/ Biometric Tuning	March 2023
MS9	70%	INTEGRATED Early Data Migration	December 2022
MS10	5%	INTEGRATED Data & Reporting	April 2023
MS11	75%	INTEGRATED Design & Test Plans	June 2023
MS12	0	INTEGRATED User Access	August 2023
MS13	40%	INTEGRATED Security	August 2023
MS14	25%	INTEGRATED INFRASTRUCTURE	August 2023
MS15	25%	INTEGRATED SIT Deploy & Test	February 2023
MS16	0%	INTEGRATED UAT Deploy & Test	June 2023
MS17	0%	INTEGRATED Pre-Prod Deploy & Test	July 2023
MS18	0%	INTEGRATED IDME & IPE PROD Go-Live and ELS	September 2023
MS19	5%	BCU Operational Readiness and Handover to BAU	September 2023
MS20	0%	IGMS Identity & IPE Decommission	November 2023
MS21	0%	BCU Project Closure	December 2023

5. FINANCIAL PERFORMANCE SUMMARY:

For the Period Ending Aug 31, 2022

Current Year Financial Summary	YTD Actuals	Current Year Forecast	Current Year App. Funding	Forecast Variance to App. Funding
Capex Spend	(\$1,814,204)	\$13,186,024	\$13,052,751	(\$133,273)
Opex Spend	\$123,095	\$1,911,044	\$46,272	(\$1,911,044)
Full Project Financial Summary	LTD Actuals	Total Forecast	Total App. Funding	Forecast Variance to App. Funding
Capex Spend	\$7,285,031	\$21,288,016	\$22,151,986	\$863,970
Opex Spend	\$1,577,705	\$2,961,523	\$46,272	(\$2,915,251)

Notes:

1. Capex YTD Actuals are reflecting the accrual made for the NEC deliverable payments.
2. Capex Current Year Approved funding is reflecting FY21/22 underspend carry forward of \$3.5M
3. LTD Capex Actuals has decreased due to \$1.5M allocation to Opex (SaaS treatment one off adjustment)
4. Opex Forecast Variance to Approved Funding will align on approval of CR#4



6. ESCALATED RISKS FOR THIS PROJECT:

ID	Description	Treatments And Controls	Inherent Risk Score	Controlled Risk Score	Status
8319	IF all requirements for NEC cannot be delivered via NEC's base product set and approved customisations THEN 1) the business may lose functions currently available via current systems or 2) the business may need to change their business process or 3) the solution may move to another BCU vendor to deliver in lieu of NEC.	1. Request itemisation from NEC where requirements are not available out-of-the-box 2. Review technical options where NEC are unable to deliver an OTB solution 3. Determine if business are able and/or willing to change their business processes, or an alternative acceptable workaround is available, to compensate for the solution shortcoming.	High	Medium	Open
9242	IF NEC do not complete their design, build and testing activities prior to end of August 2022 THEN the BCU project delivery schedule will slip, August 2023 Go Live will not be met, and there will be a further associated cost impact.	- Exemption for NEC outstanding designs prior to SIT entry (end Aug 2022). - Next Showcase scheduled for 15 Sept to show early visibility of the NEC solution. - Escalation through Steering Group. - Continued offer of MBIE resources to assist with design. - A plan from NEC around SDD designs. - MBIE has requested visibility and review of NEC test defects leading up to SIT entry. - Early lessons approach to SIT Entry agreed. - Fully tested solution deployment completed 10th Oct.	High	High	Open
8144	IF BCU Designs are not complete and/or sufficiently elaborated THEN the BCU solution may not work correctly, or it may not meet the business needs	1. In parallel to Requirement's reconciliation completion, project to assess any impacts of requirements gaps against design completion and remediate as needed 2. Ensure the detailed design is traceable back to all requirements at a detailed level (and that Requirements are sufficiently elaborated).	High	Medium	Open
8295	IF there are delays to the overall duration of the project THEN the suppliers who have interdependencies	1. Hold suppliers accountable for providing their deliverables in	High	High	Open



	across the contracts for their deliverables may raise variations to their contracts resulting in an increase in the costs to the project.	particular those that form the interdependencies 2. Ensure that MBIE provides it's dependencies to the Suppliers in line with the project plan 3. Document any examples of customer-caused delay including the actual duration to avoid a conflation of customer and supplier delay.			
9241	IF NEC are unable to provide local technical expertise for ongoing support THEN the service to INZ business continuity may be compromised.	1. Ensuring support agreements with NEC provide assurance of locally available technical resource. 2. Ensure that support agreement SLAs are acceptable to the INZ business owners. 3. Visibility of ongoing investment in local technical resource by NEC.	High	Medium	Open
9245	s9(2)(b)(ii)	s9(2)(b)(ii)	High	High	Open
8507	IF NEC milestone dates are unable to be aligned THEN the current draft schedule for August 2023 Go Live implementation will not be achievable	1. Work with NEC to identify acceptable methods to claw back their dates to align with the schedule; - break design down into component areas - advance some build activity in parallel to full detailed design completion - review underlying schedule approach for possible optimisation - request from NEC a detailed end-to-end schedule for the project going forward through to completion.	High	High	Open
9240	IF NEC delays or new draft schedule milestones are missed and/or the MBIE Change Request #4 is not approved THEN approved funding may be insufficient to deliver the project.	1. Reduce resource/cost where possible. 2. Put vendors on hold where possible. 3. Pending Change Request.	High	High	Open



7. ESCALATED ISSUES FOR THIS PROJECT:

ID	Title	Treatment Actions	Priority	Due Date
1773	NEC SIT Entry Delay	Re-plan project. Reduce immediate project costs where possible Manage other vendors	High	10 Oct 22
New	Limited visibility of SIT Entry deployment plan from NEC with which to align with.	Request plan from NEC asap. Progress preparation as far as possible without NEC plan.	High	19 Aug 22

*** 8. DEPENDENCIES WITH OTHER PROJECTS: None ***

9. ESCALATED DECISIONS FOR THIS PROJECT:

ID	Title	Decision	Decision Status	Decision Date
D00425	BCU & ADEPT AMS Code Merge - Approval	ADEPT AMS code changes will be merged with BCU AMS code Changes. ADEPT are scheduled to Go-Live with their first release in July 2021. BCU AMS code will be dormant/disabled for the majority of the release until such time as BCU Go-Live occurs.	Approved	11 Dec 2020

*** 10. ESCALATED ASSUMPTIONS FOR THIS PROJECT: None ***

11. VENDOR PERFORMANCE RAG STATUS:

Vendor	Agreement	Time	Cost	Quality	Resource
NEC	Master ICT Agreement between MBIE and NEC New Zealand Limited	A	G	A	G
		Time: MIL02 - Deliver Schedule 15 September and MIL03 - Deliver Detailed Design 30 September has been missed. Escalated and being actively managed. New date for Detail Design delivery various design artifacts Jan – Aug 2022. Quality: Raised quality assurance issue with NEC, noting this is not just the Project Manager but up to NEC to ensure quality of the deliverables.			



BCU Project Steering Group

Meeting Minutes

Date & Time	Tuesday 06 September 2022, 11.30am-12.30pm
Location	RM Stout St G.14 and Online via Teams
Agenda	Agenda 20220906 BCU Steering Group Meeting Agenda
Members	Stephen Dunstan (Chair), s9(2)(a)
Attendees	s9(2)(a)
Apologies	Richard Owen, s 9(2)(a)
Documents	Finalised Steering Group ToR for ratification BCU Steering Group TOR v5.0.docx

1. Minutes of previous meeting

- Previous Minutes from last meeting accepted and actions reviewed

2. NEC Status Report - attendance, s9(2)(a)

- Status Report taken as read.
- Overall Rag Status is Green tracking toward 10 October 2022 for the SIT Entry Milestone
- A request to add a RAG status to the Risks and Issues table has been done.
- Not having received a new set of sample data is impacting on the critical path in terms of the ability to conduct testing; as every day that NEC don't have this, it squeezes the testing window; s9(2)(a) advised that the data mapping exercise was finished and confirmed with all parties, and that the sample data can now be extracted by Datacom.
- The third showcase that was originally planned to take place this week has been rescheduled to 15th September; scenarios have been sent through by MBIE today.
- On the critical path for SIT deployment from an MBIE perspective is completion of the security assessment; It is currently reliant on availability of internal MBIE resources. Once formal testing is complete, NEC will be required to update the security status of all software components.
- Q: Is the SDD Document still a key requirement for determining the security status of the NEC solution being deployed to the SIT environment? A: Yes.
- Q: Do we have the right business input for the next showcase? A: Yes, this has been discussed with s9(2)(a). The discussion was mainly around having a smaller audience, and on having the right people in the room from a functional point of view, focusing mainly on business users.
- NEC advised that they would be happy to set up a separate showcase for other interested parties.
- Q: How complete will the showcase be functionally? A: Fully complete; though NEC are waiting on the test report, which is expected on Thursday.
- The showcases are a big milestone and need to be celebrated!
- s9(2)(a) reiterated that the Showcase doesn't have to be perfect, happy to have the odd defect as long as it provides the full end-to-end processes and associated functionality.

- s9(2)(a) announced that this would likely be his last Steering Committee meeting, as he has resigned from NEC and will be taking a more background position until his departure in November.
- Thanks to s9(2)(a) for his contributions – he has been a very calm reassuring presence, which has been highly appreciated.
- s 9(2)(a)
- Thanks to s9(2)(a) for all his great work – he has been close to this project for much of its life.
- Questions re NEC Status Report:
 - o Q: IDMe SDD document delivery, and practise deployments into SIT – both are stated as planned for ‘end of August’; have these happened? A: The final version of the SDD document is to be delivered today; practise deployments are almost there – s9(2)(a) are collaborating on this.
 - o Q: The Data Migration Transformation Issue (I36, p6) – please confirm that this has been done and update the Issues table. **Action:** s9(2)(a)
 - o s9(2)(a) advised that a refresh of reporting requirements is needed and currently being undertaken, as the current requirements are relatively high level and date from very early on in the project. A review of the pdf-based reports and layouts developed and provided by NEC has identified that these currently do not meet business needs.
From an NEC perspective the reporting design is complete in line with the initial requirements, however while that may be the case, there is work required between the teams to ensure reporting meets the business need. It also needs to be remembered MBIE has up until recently had business analysis resource constraints in the reporting area, which has now been addressed, and NEC undertook a level of at-risk reporting effort without MBIE input.
 - o MBIE is considering moving reporting delivery to UAT so as not to distract from SIT deployment activity. This will be confirmed by s9(2)(a)

MBIE Project reporting

- Overall RAG status is still red due to being outside MBIE project tolerances with an unapproved timeframe and insufficient budget to complete delivery.
- CR4 has been submitted to the PMO for assurance, there was some feedback around that that needs to be actioned today, and it is going forward to DCB on Monday 12th September.
- s9(2)(a) needs to be prepared so that she can talk, as business owner, to the Change Request at the DCB. **Action:** s9(2)(a) with background information to take to DCB
- The current project focus is on getting SIT entry preparation activities completed so that can progress.
- s9(2)(a) is looking at re-engaging with the other vendors to ensure everyone is aligned from a governance and delivery perspective, as some SIT entry troubleshooting will be required.
- Previous issues relating to data migration and transformation of data have been resolved. A revised set of sample data is being provided to NEC.
- NEC Comment on MBIE status report – good format, good to have this visibility.

Risks/issues or Questions:

- Q: Resource capacity restraints; is this noted on the Risk Register? A: Yes.
- s9(2)(a) has requested an exit from the project – the project is to develop an exit strategy. He will not be lost to the project completely as he will continue to be involved on the Datacom side. Work is underway to identify the ongoing solution architect requirement. The project still has s9(2)(a) as the other solution architect.
- Q: s9(2)(a) advised that s9(2)(a) is also moving on soon, however he has offered to pick up additional work for the project outside of his normal hours; would the project have any funding to pay for some extra time, and if not, how do we mitigate the risk of losing the IP from s9(2)(a) A: MBIE and NEC will both need to reflect and work through this. **Action:** MBIE / NEC project managers to have a conversation; NEC will raise any concerns around knowledge that might need to be considered. A sustainable plan going forward is required.
- An IQA is being planned for the project, starting towards the end of next week or the following week. Some interaction from NEC will be required as part of this – expectations will be clarified to NEC once planning is further progressed. This is an MBIE initiated Assurance review, with the output coming back to this governance forum.
- Circulate IQA Terms of Reference to NEC – **Action:** s9(2)(a)

- Need to make sure that the Environment Management risk around other projects or BAU activities impacting on this work is being managed. s9(2)(a) is across, but an impact assessment is required – s9(2)(a) is across this.
- New Steering Committee Terms of Reference – NEC will review these; TOR to be formally ratified at the next Steering Committee Meeting.

NEC left the meeting at 12.15PM

MBIE ONLY

- Q re CR4 from s9(2)(a) NEC are clear that they haven't given us the support costs, what have we put in the CR? A: The support costs included in the CR are a high estimate, based on current cost vs what project will implement. The CR will return the overall RAG status to Green, once approval has been attained.
- There is a risk around change control management as once we get into SIT – we will need to be clear on what is a defect vs what is a change. A Joint Decision register is required as we head towards SIT, to be made visible to the Steering Committee. **Action:** s9(2)(a)
- Noted that the MBIE Status Report sent out does not include financial details, and that this will be tabled in a separate format once the NEC Steering Committee Members have left the meeting, and any sensitive financial or commercial information can be sent separately.
- The financial report was run; figures are slightly off due to several factors including end of month accruals, and the addition of previous FY carryovers; this will come into line once CR4 has been approved.
- Budget commitments are still within the current budget allocation for the BCU project.
- Comms plan lite – s9(2)(a) drew one up a few weeks ago, and s9(2)(a) has a draft comms plan; it was requested to review the comms plan to bring to the Steering Group Forum and include a fortnightly Minister's Update. **Action:** s9(2)(a)

The meeting ended at 12:35pm

3. Open Actions – NEC

AP#	Date	Action	Owner	Update/Comments
AP#185	06/09	Confirm the Data Migration Transformation Issue (I36, p6 in the status report) is closed, and update the Issues table.	s9(2)(a)	06/09: Opened
AP#154	08/03	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway. NEC couldn't provide a date for when this will be provided to MBIE, but this will be followed up and provided to MBIE by s9(2)(a) along with an update on progress in tracking back to the requirements.	s9(2)(a)	06/09: Received and reviewed – Action closed 23/8: Revised schedule received – in review 26/7: Revised update due 13th July has not been received by MBIE. Advice today regarding SIT entry slippage now to be incorporated into an updated version once there is a decision on the SIT approach. 12/7: The NEC governance report indicates a revised

AP#	Date	Action	Owner	Update/Comments
				version will be provided 13th July. 28/6: Discussed and new date of 1 July committed to. 14/06: Working on the IPE detail and working through security concerns. End of this week 17/6/22 deadline to be provided to MBIE. 31/05: The revised schedule has been reviewed. It is not complete. NEC acknowledge this and they will continue to work on updating. NEC to provide completion date. 17/05: Schedule received from NEC. To monitor as not yet reviewed by MBIE 03/05: The NEC end-to-end schedule is yet to be received. NEC committed to providing this by CoP 3 May (as at the date of minutes being finalised, 9 May 2022 this was still yet to arrive from NEC). 07/04 not complete enough. Further updated version to be provided today. 07/04: Revised schedule for review received today from NEC. 22/3: s9(2)(a) to expedite the sessions on the end-to-end schedule with the MBIE team as it is a dependency. By end of this week s9(2)(a) will update MBIE on a date for this if this can be sooner than 12 April. 08/03: Opened.
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year.	s9(2)(a)	06/09 – Tracking well, this is now ‘project BAU’ – Carried over

AP#	Date	Action	Owner	Update/Comments
		Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording		23/8: Not discussed. Carried over. 26/7: Clarifications provided. Can be closed 12/7: s9(2)(a) has provided answers, but further clarifications requested. 28/6 - There are two outstanding queries with s9(2)(a) for him to answer: an open question about the support environments, and a second around some of the componentry to scale. s9(2)(a) is following this up as s9(2)(a) were unaware of any actions sitting with MBIE on this AP. 14/06: Still with MBIE to work through, a session is scheduled on this for next week. 31/05: MBIE are progressing a SOM document incorporating material from the paper provided by NEC. A first draft will be shared shortly. Model for the Maintenance fee is being reviewed by MBIE. No further action required by NEC at this point. 03/05: Clarifications received from NEC; walkthrough scheduled for this week. 07/04: A list of questions/clarifications has gone back to NEC on the proposed Maintenance Model. 22/03: Discussions re maintenance and licensing cost model continue. NEC preparing a draft support SoW for discussion.

AP#	Date	Action	Owner	Update/Comments
				08/03: Discussed and agreed to reactivate. 01/02: Carried over. Focus on design closure has restricted ability to respond to material provided by NEC prior to Christmas. 14/12 No change. Discussed during today's meeting and new action raised s9(2)(a) to set up next workshop session. 22/11 Daft Document for review received from NEC during the period. Design documentation finalization is the key focus currently so further work will likely be delayed till the new year. 02/11 Next meeting scheduled for 4th November 19/10 In progress with NEC. 06/10 Initial meeting held. NEC to propose support framework to MBIE. 21/09 NEC have scheduled an initial meeting to start this activity. 07/09 Update not provided
AP#177	23/8/22	s9(2)(a) to provided SIT Implementation plan by CoB Friday 26/8		06/09 Done – Action closed 23/8: Opened

4. Open Actions - MBIE

AP#	Date	Action	Owner	Update/Comments
AP#189	06/09/22	Comms Plan Lite – review the comms plan to bring to the Steering Group Forum and include in fortnightly Minister's Update.	s9(2)(a)	06/09: Opened
AP#188	06/09/22	Develop a joint decision register to support change control regarding Defects v	s9(2)(a)	06/09: Opened

AP#	Date	Action	Owner	Update/Comments
		Changes. To be made visible to the Steering Committee.		
AP#187	06/09/22	Provide s9(2)(a) with background information to take to DCB	s9(2)(a)	06/09: Opened
AP#186	06/09/22	Forward the IQA ToR to NEC	s9(2)(a)	06/09: Opened
AP#178	23/8/22	Send Steering Group meeting invitation to Richard Owen, and arrange induction to project.	s9(2)(a)	06/09 – Done – action closed 23/8 – Opened
AP#179	23/8/2022	Re-align the Steering Group agenda with new group structure	s9(2)(a)	06/09 – Done – action closed 23/8 – Opened
AP#180	23/8/2022	Revise project status report wording appropriate for new group structure	s9(2)(a)	206/09 – Done – action closed 23/8 – Opened
AP#181	23/8/2022	Return signed CR26 to NEC	s9(2)(a)	06/09 – Done – action closed 23/8 – Opened
AP#182	23/8/2022	Follow up on status of new NEC PO	s9(2)(a)	06/09 – Approved by s9(2)(a) this morning, waiting further approvals 23/8 – Opened
AP#183	23/8/2022	Check NEC Maintenance & Support figures included in CR#4	s9(2)(a)	06/09 – Done, support costs estimated by MBIE – action closed 23/8 – Opened
AP#184	23/8/2022	Set up meeting with NEC to progress License/ Maint fee discuss. Meeting to include MBIE commercial	s9(2)(a)	06/09 – Need to come back together around the Maintenance space 23/8 – Opened
AP#174	26/7/22	Status Report: s9(2)(a) to align draft delivery milestones in the status report with those documented in CR#4.	s9(2)(a)	06/09 - Done – action closed 23/8 – Not actioned, carried over. 26/7 - Opened

5. Decisions

D#	Date	Decision	Project Server Ref
D#01	14/07/20	Merge the BCU and IPE Projects and submit one change request.	D00357
D#02	10/09/20	The upgraded solution will continue to be called IDme.	D00387
D#03	10/09/20	Elevate Reference Group to Steering Group with new ToR and include Vendors to attend by Invitation.	D00396

D#04	20/11/20	Stephen directed the contracting of s9(2)(a) via INZ to be completed as soon as possible to mitigate the technical risk to the project.	NA
D#05	15/12/20 04/05/21	Decommissioning of IGMS IDme to be a separate project. (no longer in BCU project scope) Note this decision has been reversed. Decommissioning will remain in scope for CR03.	D00441

6. Recently Closed actions

AP#	Date	Action	Owner	Update/Comments
AP#175	26/7/22	s9(2)(a) to send MBIE's Approach for resolution of the data transformation issue to NEC.	s9(2)(a)	23/8: Provided can be closed. 26/7 - Opened
AP#176	26/7/22	s9(2)(a) to provide NEC SIT Entry options by COB Thursday 28/7		23/8: Provided. Can be closed. 26/7: Opened
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022		23/8: Provided. Can be closed. 26/7: Action is a duplicate of AP154. Can be closed as being tracked under that number. 12/7: Version received; however critical path is unable to be determined, as still not complete. An updated version has been requested and scheduled for 13 th July delivery. 28/6 - Opened
#AP166	14/06/22	28/6 - NEC need to confirm the state of the product MBIE will be seeing for the second showcase session. NEC indicated the intent is to show as much up-to-date product at that time, but NEC need to confirm what that will look like, and whether a further showcase shortly thereafter will be scheduled as well. 14/6 - NEC to propose a new date for the next showcase, to take place within 3-5 weeks (which will be between 5 th – 19 th July 2022).		26/7: Showcase has occurred. Can be closed. 12/7: Software version confirmed as 1 st July release. 28/6 Date proposed for 21 July, content/product version to be confirmed by NEC, with expectation that it will cover the bulk of the solution. Action description updated to reflect this. 14/6 Opened
#AP165	14/06/22	NEC to provide a plan and timeframe for the SDDs this week.		23/8: Provided. Can be closed. 26/7: Plan provided. Can be closed.

AP#	Date	Action	Owner	Update/Comments
				12/7: IDme SDD completion plan received. Issue can be closed. 28/6 IPE SDD has been received but IDme SDD plan is still outstanding. 14/6 Opened
AP#138	19/10	Include burn down view of progress to SIT entry milestone in status reporting.	s9(2)(a)	23/8: SIT entry approach agreed. Can be closed. 26/7: Method to be amended to show actual progress to milestone as well as testing status. 12/7: s 9(2)(a) . Not discussed as per s9(2)(a) action of 14/6. Carry over. 28/6: Not discussed, carried over. 14/06: MBIE awaiting a view that tracks against milestones. s9(2)(a) will follow this up with the NECAM team. 17/05: Request for NEC to improve presentation of info 07/04: This week's NEC report contains several graphs depicting progress. NEC will need to walk the group through the graphs and the underpinning measurement detail to clarify the information being shown. 22/03: Still a work in progress. Carried over. 08/03: Carried over 22/02: Will be discussed as part of the Reporting review session scheduled for this week. 08/02: Again discussed as part of reporting in general and stressed that this is a mandatory requirement to provide visibility of progress toward critical milestones. Some indication of the build status has been included in this week's governance reporting. 01/02: Again discussed at this meeting. No visibility provided yet. See commentary in minutes 14/12 Yet to be incorporated into weekly status reporting, and again discussed as being required. Will be addressed when NEC commence reporting against the schedule. 22/11 Yet to be incorporated into reporting

AP#	Date	Action	Owner	Update/Comments
				02/11 Requested. Yet to be incorporated into reporting. 19/10 In progress.
AP#168	28/6/22	s9(2)(a) will provide Robyn with bullet points for a follow-up meeting with s9(2)(a) Stephen and then their meeting with s9(2)(a) at NEC.	s9(2)(a)	28/6 – Opened. Closed
AP#169	12/7/22	Robyn to arrange a weekly check-in meeting with NEC.	Robyn	12/7 – Opened Closed.
AP#171	12/7/22	s9(2)(a) to submit the project governance report out of cycle, summarise anything in the report.	s9(2)(a)	12/7 – Opened Closed.
AP#168	28/6/22	s9(2)(a) will provide Robyn with bullet points for a follow-up meeting with s9(2)(a), Stephen and then their meeting with s9(2)(a) at NEC.	s9(2)(a)	12/7: Completed. Closed. 28/6 – Opened.
AP#169	12/7/22	Robyn to arrange a weekly check-in meeting with NEC.	Robyn	26/7: Closed 12/7 - Opened
AP#171	12/7/22	s9(2)(a) to submit the project governance report out of cycle noting anything of substance in the report.	s9(2)(a)	26/7: Closed 12/7 - Opened
AP#170	12/7/22	s9(2)(a) to develop a NEC payment milestone unbundling proposal.	s9(2)(a)	26/7: Material has been provided to Robyn, who in turn has agreed with Stephen s9(2)(a) that initial deliverable payments can be made. Can be closed. 12/7 - Opened

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 16/09/2022

Overall RAG Status BCU		Mitigation/Path to Green
Commentary on overall status	MS3 9 September drop now in test on NECAM QA and NZ QA. Target SIT entry 17 th October (delivery of completed Test Exit report to MBIE – excluding IPE). NEC working with MBIE to commence practice deployments in SIT. IDme SDD document delivered to MBIE to review on 7 September.	Delay in delivery of Sample data and completion of MBIE Data Migration plan, plus additional Holiday for QEII Memorial. Possible path to green through migration testing and migration execution.

Overall RAG Status IPE		Mitigation/Path to Green
Commentary on overall status	IPE SDD released to MIE to review – 9 September Ordered the kits for SIT/UAT/Pre-Prod Note: The Tough pad docking stations is a long lead item. Hardware delivered to Wintel to start the registration of the HW for use on NZ Government networks. Test Exit Report for IPE 20 th October	Initial orders were placed early, and goods are being airfreighted to NZ.

RAG Status of key Measures BCU		
Scope		Reporting requirements removed from scope for SIT, MBIE progressing requirements that will meet business expectations. Multiple minor scope changes progressing to cater for OOTB design and requirements interpretations.
Budget		NEC project cost unchanged. Maintenance and support to be discussed following confirmation of MBIE direction.
Schedule		Practice Deployment into SIT planned for commencement end August (NEC access completed, security clearance pending). Delivery of test exit reports 17 th October/20 th October.
Resource		Second NZ QA environment stood up and now in use. This will assist in testing progress as well as allow non testing activities to take place without impacting the QA process. These activities include the data migration testing and capturing screenshots for user manuals. RAG amber as any impact to key person availability is a risk being actively managed, investigating options to utilise MBIE test resource in S3/S4 defect remediation testing – will assist with MBIE Tester training.
Commercial		Licensing, Support and Maintenance under discussion.
Relationship		Changes in MBIE delivery structure and NEC team adjustments have resulted in the establishment of a good working relationship.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 16/09/2022

Progress Towards Milestones-BCU					
	Description	Status	Date in var. 1.5	Current target date	Comment
M1	Discovery Artefacts	100% Complete	01/09/2020		Complete.
M2	Project Schedule	100% Complete	15/09/2020	13/08/2022	Updated as per CR26
M3a	Out of the Box Design	100% Complete	30/09/2020	July 2022	New version of AIM-XM 2.11 released
M3b	Completion of Detailed Design	100% Complete	13/09/2021	31/08/2022 07/09/2022	Final baselined document delivered & awaiting confirmation of acceptance certificate
M4	SIT Delivery	95% Complete	30/11/2021	17 Oct 2022	C26 SIT Entry Timeline Impacts – approved
M5	UAT Delivery	0% Complete	22/02/2022	Jan 2023	Not Started
M6	Pre-Prod delivery	0% Complete	13/04/2022	May 2023	Not Started
M7	Production delivery	0% Complete	22/07/2022	July 2023	Delivery for DR test Go live – Aug 2023
M8	End of Early Life Support	0% Complete	22/09/2022	Oct 2023	2 months past go live

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M1	Discovery Artefacts	100% Complete			Complete.
M2	Project Schedule	100% Complete	01/02/2021	13/08/2022	Updated as per CR26
M3a	Completion of Detailed Design	100% Complete	26/02/2021	09/09/2022	IPE SDD - MBIE review feedback received Comments being worked through.
M3b	Delivery of NEC Test Plan	100% Complete			To be in line with latest IPE SDD document
M4	Hardware Procurement	For SIT/UAT - 90% Complete For Prod - to be purchased after SIT.	5/03/2021	Aug 2022 Set of HW to be delivered to Wintel.	- SIT/UAT: MBIE has approved hardware required for testing - Set of HW delivered to Wintel 26 August - for getting the HW certified for use on government networks.
M5a	Delivery of NEC's IPE software phase 1: SIT	95% Complete	19/03/2021	End October 2022	Now synced with BCU SIT Date. Date impacted by change requests under discussion: C26 SIT Entry Timeline Impacts
M05B	Delivery of two sets of Hardware for testing purposes	85% Complete	29/03/2021	End August 2022	Delivery of two sets of Hardware to the Ministry for SIT testing purposes. Discussion to be held as to finalise delivery as SW security fixes have been delayed due to other key features taking priority.

**MBIE Biometric Capability Upgrade and In Person Enrolment
Governance Report 02/09/2022**

Progress Towards Milestones IPE					
	Description	Status	Original Date	Current target date	Comment
M6	Delivery of NEC's IPE software phase 2: UAT	0% Complete	10/05/2021	Jan 2023	Not started.
M7	Delivery of NEC's IPE software phase 3: Pre-Prod	0% Complete	11/08/2021	May 2023	Not started.
M8	Support Establishment	11% Complete	10/09/2021	TBC	Met with Datacom and MBIE and have been provided details on the USM – working on reviewing internally
M9	Delivery of NEC's IPE software phase 4: Production	0% Complete	21/09/2021	May 2023 for DR test. July 2023. Go live Aug 2023	Not started.

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

High Rated Risks				
#	Description	Mitigation/Treatment Plan		RAG
R26	Smartscan Wintel Packaging If the MBIE Wintel team require the SmartScan Software to be ready 6 weeks prior to SIT entry to enable build of the desktop component, then there is an increased likelihood that the software will not contain security features required to satisfy the MBIE penetration testing requirements, and there will not be sufficient time to create the configuration file for the Datacom deployment for commencement of SIT testing	1) Delay the delivery of the SmartScan software until after the security updates have been applied and tested 2) Current version of the SmartScan application can be provided to Wintel as to start preparing for when the final version will be available.		
R53	s6(c) [Redacted]	1. Work with NECAM to help MBIE understand s6(c) [Redacted]		

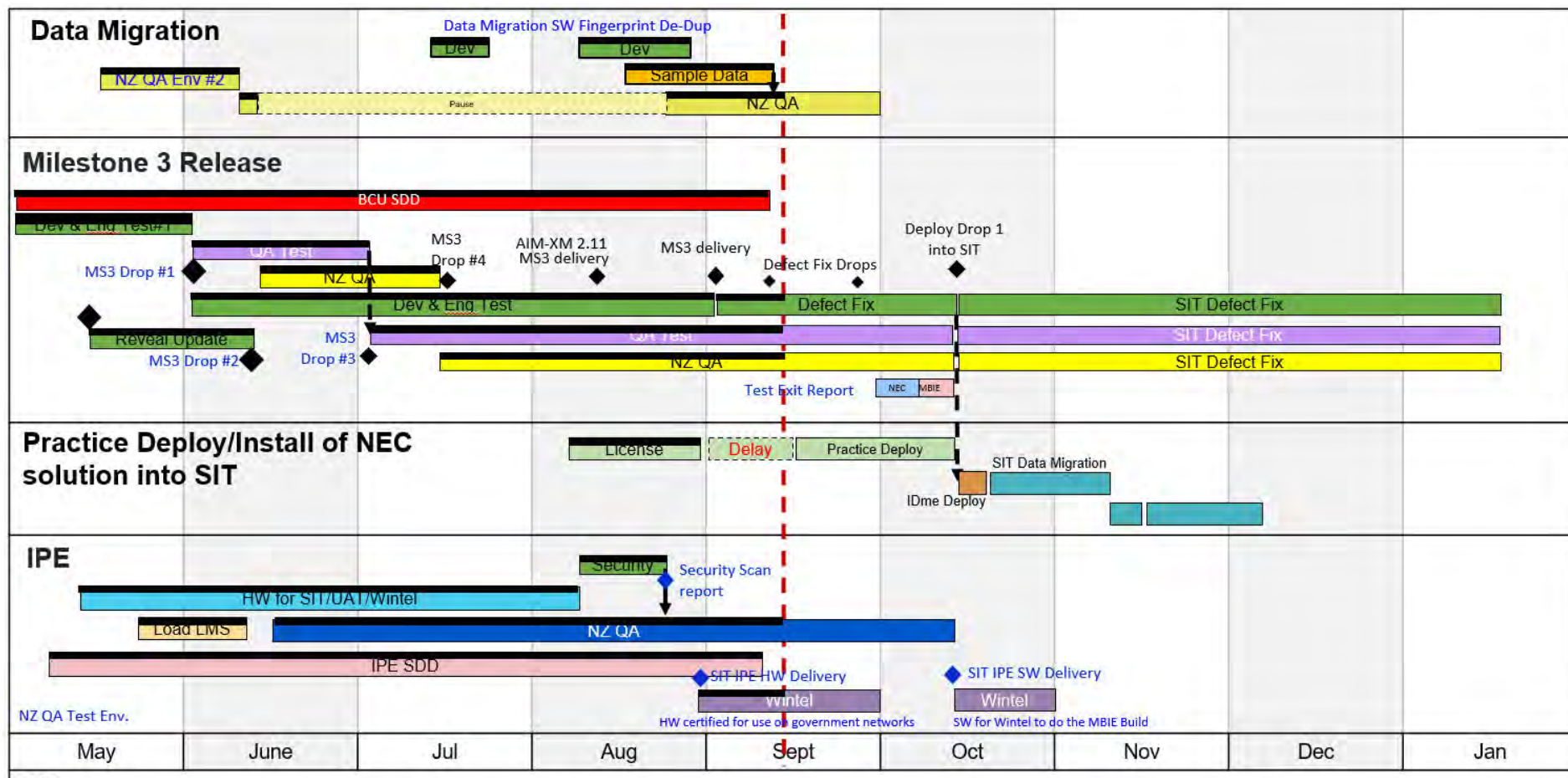
MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

High Rated Issues		
#	Description	Impacts / Next Steps
I34	AMS Messaging Structure incorrect due to outdated requirements. AMS Messaging Structure requirements and s6(a) – updated version of relevant documents received on 22 June necessitating rework for both development and testing.	Impacts the SW development, testing as well as the test environments as the system that the IDme MBIS interface to are simulated and also need to be changed. Change request has been raised and is awaiting approval.
I36	Data Migration data transformations MBIE have confirmed that the following risk is now an issue that needs to be resolved since they had incorrectly assumed that Data Transformation would be completed by NEC during the data migration process. Risk: "If MBIE as System Integrator is unable to complete the transformation of the reference data to ensure it is in the format required by NEC in sufficient time and provide the required sample data, then the system testing of the data migration process will be delayed, resulting in a delay to the SIT entry date of 29 August 2022."	1) The current set of sample data provided has failed a validation check for 100% of the records, so is not usable until it has been transformed to the required format. 2) MBIE provided updated sample data - 14 Sept 3) MBIE to update & agree MBIE Data to NEC Migration Plan v0.5 doc 4) MBIE to provide estimated date for transformed data availability in SIT.

High Rated Change Requests				
#	Title	Schedule Impact	Total Cost Impact	Status
C23	New AMS s6(a) result in Interface Update	Impact to schedule – 2-week delay to drop 2 of NEC	\$20,000	MBIE Approved awaiting updated AMS Design Document
C28	AMS DB Message Structure - Missing fields in AMS Design Document DXC BCU AMS Detailed Design - 1_March_2022	Same as for C23	\$7,300	MBIE Approved awaiting updated AMS Design Document
C31	AMS DB Message Structure - CreationChannel field content	Same as for C23	N/A	MBIE Approved awaiting updated AMS Design Document
C32	IBW support for auto-logout	No	N/A	Awaiting decision
C33	Search capabilities for QC, Tenprint and Verify apps in IBW	No	N/A	Awaiting decision
C34	Automated Flow Workflow - Post Processing Phase	No	N/A	Approved - implemented
C35	AMS DB16a Message - TravelDocumentTypeId field	No	N/A	MBIE Approved awaiting updated AMS Design Document
C36	Reporting Requirement Removal	No	N/A	Awaiting decision
C37	Reveal - Ad Hoc search Back button	No	N/A	Awaiting decision
C38	Reveal - Ad Hoc Search Results Queue	No	N/A	Awaiting decision
C39	IBW Tenprint app labelling	No	N/A	Awaiting decision
C40	MBIS does not send Match/No Match result to IPE - only Resolving	No	N/A	Approved - Implementing

Actions							
AP#	Date	Action	Owner	Original Due Date	Due by	Update/Comments	Status
AP#123	24/08/21	Support agreement for BCU/IDme with a view to close out before end of the year. Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording.	s9(2)(a)			21/07/2022 Unified Service Management organised for next week to begin discussion around interaction of vendors and expectations. s9(2)(b)(ii)	Ongoing
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022	s9(2)(a)	1/7/2022	13/7/2022	18/08/22 Updated schedule released to MBIE on 14/08/22 Update provided 19/08/22.	Complete
AP#177	23/8/22	s9(2)(a) to provided SIT Implementation plan by CoB Friday 26/8	s9(2)(a)	26/8/2022		26/8 Completed NEC MBIE SIT Deployment workshop held on 30/8	Complete

High-level Schedule Showing the development schedule to meet the 17 October Sit Entry.



- Data Migration: Sample data received 14 September. Data Migration Testing ongoing.
- MS3 Drop released 9 September in NECAM QA and NZ QA Environment Testing continues at both sites. Development is complete and focus is on the priority defects.
- Practice Deployment onto the MBIE IDme SIT environment delayed. Require confirmation from MBIE security team that the deployment can commence.
- IPE Hardware for SIT/UAT/Wintel – most delivered. Longest lead time item the Toughpad docking station.

Design Document Status – 04 August 2022

BCU Deliverables to MBIE	Brief Status
Reveal CSCRD	Conditionally approved – 16 May 2022 Change requests CR24 and CR34 have been implemented. Change CR40 has been approved and is to be implemented.
Reveal Workflows	Conditionally approved – 22 April Automated Workflow – Task Processing Phase updated for CR 34 and CR40
Reveal User Interfaces - Wireframes	Conditionally approved – 22 April
Reveal Data Element Spreadsheet	Conditionally approved – 22 April
Integra-ID (IBW) CCRD	Conditionally approved – 8 April
Integra-ID (IBW) Configuration Spreadsheet	Conditionally approved – 8 April
IDme SDD System Design Document	Submitted to MBIE for review – 7 September
IDme Reporting Requirements	New Requirements being developed by MBIE s9(2)(a)
IDme Migration Plan	V1.8 – Approved. Will need to be reviewed once the decision regarding the data transformation during the data migration has been resolved. Request for the IDME solution to provide a “fingerprint de-dup” process tool to be delivered to NZ QA in August.

BCU Deliverables to MBIE	Brief Status
IDme System Interface Document IRD (All Interfaces)	• Approved • Interface Requirement Document (IRD) needs to be updated for the AMS DB01, DB16a and DB17 messages as per the document DXC BCU AMS Detailed Design - 1_March_2022 APPROVED. Change request C23, 28 and 31 • MBIE undertaking analysis of the message structure in the DXC BCU AMS Detailed Design document. • Update Error Handling Table to add error messages for Maintenance workflow when an Identity does not exist.
IDme Test plan	Approved
IDme Traceability	In progress. To be completed once the development documents are done.
IPE Deliverables to MBIE	Brief Status
Hardware Requirements	NEC IPE Hardware Requirements v2.2 - received 16 March. IPE Hardware for BCU Wintel and Test Teams – Update received September 2022
IPE SDD	Updated IPE SDD document submitted for review – 9 September
IPE Hardware Specification	V0.5 - MBIE provided review feedback on 2 May. MBIE confirmed that the Fixed Kit Fingerprint Scanner is also to be used for the Mobile Kit Fingerprint Scanner.
IPE Test Plan	IPE Test Plan - Review comments received from MBIE. Reviewed by Updates to be made.
IPE Traceability	In progress. Has been updated with the latest information in the SDD.

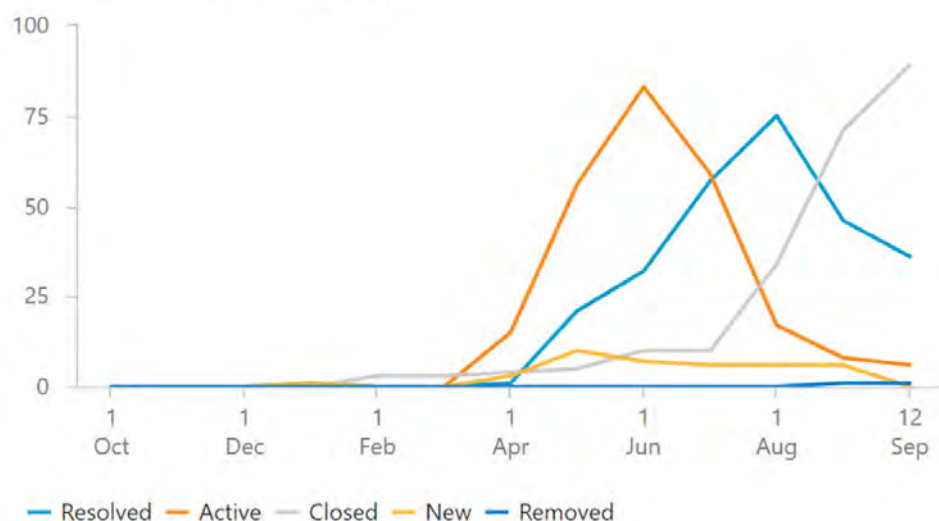
MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

Milestone 3 development Status – 12 September 2022

MS3 drop from Development to QA was made on 9 September. This release includes fixes for of the priority P1 and P2 defects

The MS3 drop on 2 September contained the last of the feature development for IDme.

M3-Release-Metrics by State



Milestone 3 NECAM System Test execution progress as of 12 September

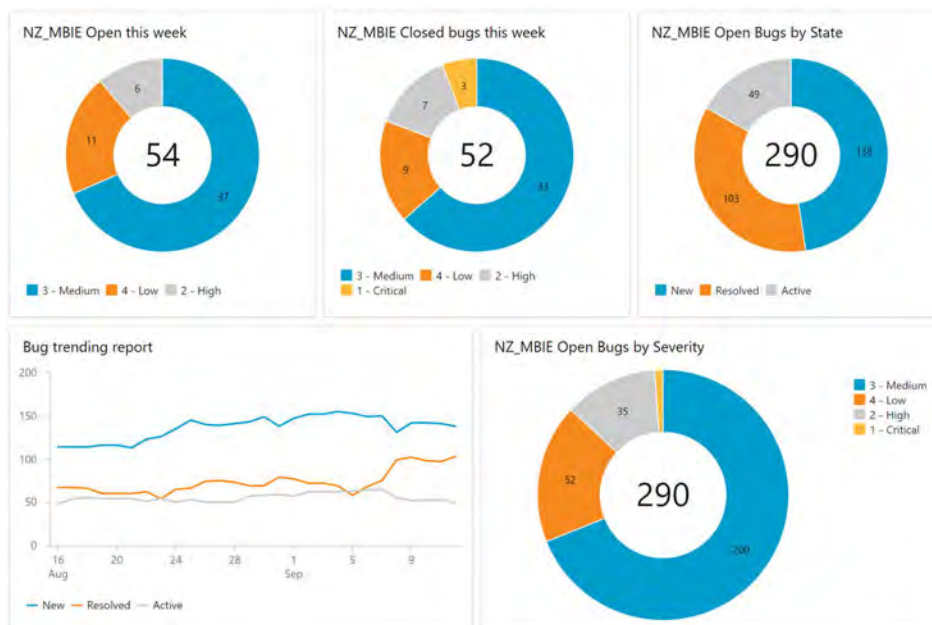
Phase	Total	Pass	Fail	Blocked	Not Run / In progress	Invalid
Data Migration	111	60	3	17	17	14
NECAM M3-Q2S4	1806	1456	216	15	1	118
NEC NZ SIT M3	122	36	33	25	27	1
NEC NZ SIT M2	202	168	14	0	1	19
NEC NZ M1 (retest)	34	34	0	0	0	0
IPE	290	106	41	47	85	11

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

M3S2 Release Test Execution						
	Passed	Failed	Not applicable	Blocked	In progress	Total
Tenprint	85	0	44	0	1	130
Browse	59	13	8	8	0	88
AUTO Verify (AM...	54	8	10	0	0	72
Tenprint Verify...	55	9	5	2	0	71
Tenprint Verify...	53	10	5	2	0	70
NSW	56	0	14	0	0	70
JobQueue	53	5	0	1	0	59
Candidate Analy...	35	19	0	0	0	54
QC Edit	44	0	9	0	0	53
Queue	33	15	0	0	0	48
Global Search	33	15	0	0	0	48
Identity Resolu...	39	1	2	0	0	42
Dashboard	26	13	3	0	0	42
Face Analysis O...	36	3	2	0	0	41
Biographic Anal...	37	2	2	0	0	41
Gallery Search ...	34	6	0	0	0	40
Face Decision D...	33	4	2	1	0	40
Biographic Deci...	32	3	5	0	0	40
Results Display...	33	4	1	0	0	38
Face Decision D...	29	7	1	0	0	37
Biographic Deci...	32	5	0	0	0	37
Face Analysis S...	31	4	0	1	0	36
Identity Resolu...	30	2	3	0	0	35
Image Enhanceme...	23	11	0	0	0	34
Facial Rules	27	2	0	0	0	29
(other)	454	55	2	0	0	511
Total	1.5K	216	118	15	1	1.8K

MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

Milestone 3 NECAM testing Defect Status - 12 September



Milestone 2 & 3 NZ QA testing Defect Status - 12 September

The following is the defects raised by the test team in NZ who are testing MS3 against the MBIE based use cases.

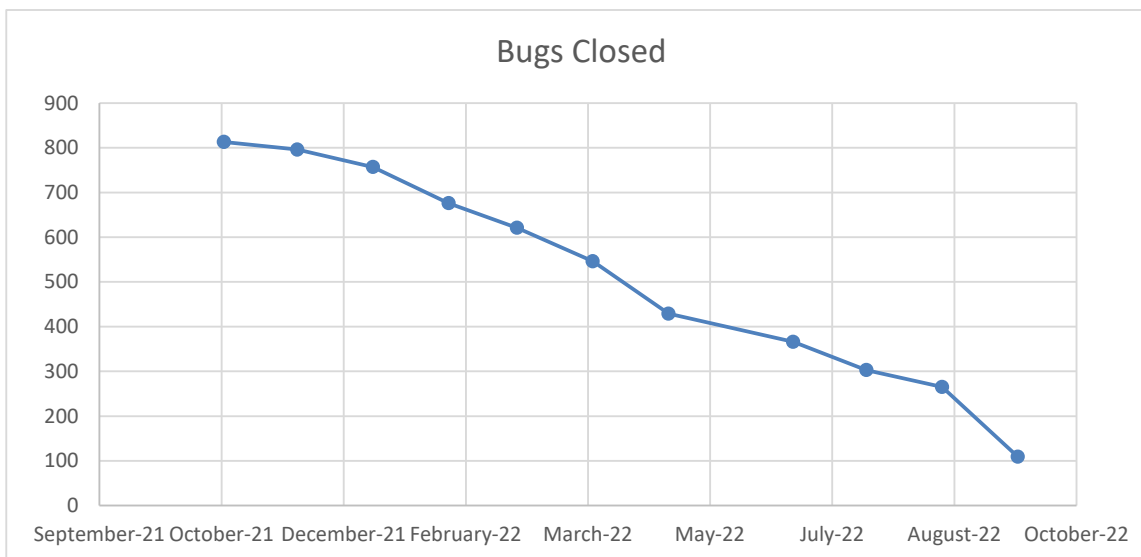


MBIE Biometric Capability Upgrade and In Person Enrolment Governance Report 02/09/2022

Note that the defect ticket only gets closed when the person who raised the ticket retests as to confirm that the defect is fixed. Therefore, the number of defects is shown as being high, but the ones marked resolved are fixed and need the retest to close.

The retest can only take place after the fix is included in the next SW release to QA at the end of each sprint cycle.

Defect Burndown Chart – 12 September





			Exist strategy for solution architect in-flight. Additional Business Analyst with MBIE Identity knowledge being discussed.
Benefits	G	G	Benefits remain Green

Status Key: G=On Track A =Plan in dev or awaiting resolution / Result R = Governance attention required

Prev. Status Date:
05 Sept 2022

3. PROGRESS SUMMARY POINTS:

Progress Since Last Report:	Upcoming activities for next period:
Overall: - Project Change Request #4 has been endorsed by the DCB and will progress to ICDC later this month. Designs, Build & System Test: - Revised NEC IDme and IPE SDD designs being reviewed. - NEC Reporting design progressed. - NEC build completed; testing being finalised. - Theta API testing progressed. - DXC AMS build test exist report signed off. - Datacom Wintel IPE activities progressed. - Minor infrastructure updates completed. Tuning: - InTech Biographic Tuning changes in review. Deployment to SIT: - NEC deployment planning progressed. - MBIE security sign off pending. - First deployment into MBIE environment expected to be next week. Migrations in MBIE environments: - Various migration defect fixes progressed. - Bulk data migration plan being finalised with NEC. Support: Commenced SLA stream with NEC Commenced SOM clarification of roles/responsibilities	Designs, Build & System Test: - Complete and approve remaining NEC Design documentation. - Complete Theta API testing. - Progress Wintel IPE hardware certification. Tuning: - Complete review of Biographic Tuning outcomes. Deployment to SIT: - Finalise all preparation activities. - Deploy new NEC software. Migrations in MBIE environments: - Finalise bulk migration planning. - Finalise security



4. MILESTONE PROGRESS:

Title	% Complete	Description	Revised (as per CR#4) date to be delivered by
MS1	95%	NEC Identity & IPE Changes (Build)	November 2022
MS2	50%	Datacom Wintel Identity & IPE Changes	February 2023
MS3	90%	DXC AMS Identity Changes	August 2022
MS4	95%	s9(2)(ba)(ii)	February 2022
MS5	100%	Intech IQ Office Identity Changes	August 2022
MS6	95%	Theta Azure Changes	September 2022
MS7	95%	Datacom IGMS Identity & IPE Changes	September 2022
MS8	50%	INTEGRATED Biographic/ Biometric Tuning	March 2023
MS9	70%	INTEGRATED Early Data Migration	December 2022
MS10	5%	INTEGRATED Data & Reporting	April 2023
MS11	75%	INTEGRATED Design & Test Plans	June 2023
MS12	0	INTEGRATED User Access	August 2023
MS13	40%	INTEGRATED Security	August 2023
MS14	25%	INTEGRATED INFRASTRUCTURE	August 2023
MS15	25%	INTEGRATED SIT Deploy & Test	February 2023
MS16	0%	INTEGRATED UAT Deploy & Test	June 2023
MS17	0%	INTEGRATED Pre-Prod Deploy & Test	July 2023
MS18	0%	INTEGRATED IDME & IPE PROD Go-Live and ELS	September 2023
MS19	5%	BCU Operational Readiness and Handover to BAU	September 2023
MS20	0%	IGMS Identity & IPE Decommission	November 2023
MS21	0%	BCU Project Closure	December 2023

5. FINANCIAL PERFORMANCE SUMMARY:

For the Period Ending Sep 15, 2022

Current Year Financial Summary	YTD Actuals	Current Year Forecast	Current Year App. Funding	Forecast Variance to App. Funding
Capex Spend	(\$1,695,902)	\$13,052,751	\$13,052,751	\$0
Opex Spend	\$150,500	\$1,767,810	\$46,272	(\$1,767,810)
Full Project Financial Summary	LTD Actuals	Total Forecast	Total App. Funding	Forecast Variance to App. Funding
Capex Spend	\$7,403,333	\$21,288,016	\$22,151,986	\$863,970
Opex Spend	\$1,605,110	\$2,818,289	\$46,272	(\$2,772,017)

1. Capex YTD Actuals are reflecting the accrual made for the NEC deliverable payments.
2. Capex Current Year Forecast & Approved Funding is reflecting FY21/22 underspend carry forward of \$3.5M.
3. Opex Forecast variance will align on approval of CR#4.



6. ESCALATED RISKS FOR THIS PROJECT:

ID	Description	Treatments And Controls	Inherent Risk Score	Controlled Risk Score	Status
8319	IF all requirements for NEC cannot be delivered via NEC's base product set and approved customisations THEN 1) the business may lose functions currently available via current systems or 2) the business may need to change their business process or 3) the solution may move to another BCU vendor to deliver in lieu of NEC.	1. Request itemisation from NEC where requirements are not available out-of-the-box 2. Review technical options where NEC are unable to deliver an OTB solution 3. Determine if business are able and/or willing to change their business processes, or an alternative acceptable workaround is available, to compensate for the solution shortcoming.	High	Medium	Open
7890	IF NEC deliverables are not tracked to the requirements effectively during the delivery of the project THEN INZ may need to go live with limited capability, or postpone go-live until the full requirement set is delivered	1. Additional Business Analyst engaged to assist with BCU Requirements reconciliation and elaboration 2. Ensure NEC testing, through review of their test plan, is traceable to all the requirements at a detailed level 3. Ensure the INZ Test Plan is traceable to all the requirements at a detailed level Request early demo during wire frame stage.	High	Medium	Open
9391	IF there are a high number of priority 1 and 2 defects resulting from NEC systems testing, THEN the time required to resolve may be longer than allowed for, which will impact the ability to start Data Migration on schedule.	• Early review of open defects with MBIE test team • Prioritisation of defect list with MBIE test team and PM • Review & understand the impact of P1 & P2 defects on bulk data migration	Medium	Medium	Open
9242	IF NEC do not complete their design, build and testing activities prior to end of August 2022 THEN the BCU project delivery schedule will slip, August 2023 Go Live will not be met, and there will be a further associated cost impact.	- Exemption for NEC outstanding designs prior to SIT entry (end Aug 2022). - Showcase scheduled for 21 July to show early visibility of the NEC solution. - Escalation through Steering Group. - Continued offer of MBIE resources to assist with design. - A plan from NEC around SDD designs. - MBIE has requested visibility and review of NEC test defects leading up to SIT entry. Early lessons approach to SIT Entry agreed. Fully tested solution deployment completed 10th Oct.	High	High	Open
8144	IF BCU Designs are not complete and/or sufficiently elaborated THEN the BCU solution may not work correctly or it may not meet the business needs	1. In parallel to Requirements reconciliation completion, project to assess any impacts of requirements gaps against Design completion and remediate as needed 2. Ensure the detailed design is traceable back to all requirements at a detailed level (and that Requirements are sufficiently elaborated).	High	Medium	Open



9387	If the required inputs to the SIT security risk assessment are not provided by NEC or are not complete, Then the security risk assessment preparation and sign off will not be able to be completed with the effect of SIT deployment being delayed.	• Ensure NEC understand the required inputs from them. • Ensure NEC understand the significance of timely provision of information • Work with NEC to ensure all required information is provided to security architect	Medium	Medium	Open
8295	IF there are delays to the overall duration of the project THEN the suppliers who have interdependencies across the contracts for their deliverables may raise variations to their contracts resulting in an increase in the costs to the project.	1. Hold suppliers accountable for providing their deliverables in particular those that form the interdependencies 2. Ensure that MBIE provides it's dependencies to the Suppliers in line with the project plan 3. Document any examples of customer-caused delay including the actual duration to avoid a conflation of customer and supplier delay.	High	High	Open
9241	IF NEC are unable to provide local technical expertise for ongoing support THEN the service to INZ business continuity may be compromised.	1. Ensuring support agreements with NEC provide assurance of locally available technical resource. 2. Ensure that support agreement SLAs are acceptable to the INZ business owners. 3. Visibility of ongoing investment in local technical resource by NEC.	High	Medium	Open
9392	IF the bulk data migration takes longer than scheduled, THEN the start of integration testing will be delayed which will adversely impact the overall delivery schedule.	• Separate IPE and IDme testing so that migration can start asap • Test data migration mapping using sample data • Walkthrough data migration plan(s) • MBIE test team involved in remediation sprints to gain early visibility of defects.	Medium	Medium	Open
9245	s9(2)(b)(ii)	s9(2)(b)(ii)	High	High	Open
8507	IF NEC milestone dates are unable to be aligned THEN the current draft schedule for August 2023 Go Live implementation will not be achievable	1. Work with NEC to identify acceptable methods to claw back their dates to align with the schedule; - break design down into component areas - advance some build activity in parallel to full detailed design completion - review underlying schedule approach for possible optimisation - request from NEC a detailed end-to-end schedule for the project going forward through to completion. 2. Commercial breach notice	High	High	Open



		issued to vendor for missed milestones.			
9240	IF NEC delays or new draft schedule milestones are missed and/or the MBIE Change Request is not approved THEN approved funding may be insufficient to deliver the project.	1. Reduce resource/cost where possible. 2. Put vendors on hold where possible. 3. Cost recovery from NEC. 4. Pending Change Request.	High	High	Open
9387	If the required inputs to the SIT security risk assessment are not provided by NEC or are not complete, Then the security risk assessment preparation and sign off will not be able to be completed with the effect of SIT deployment being delayed.	• Ensure NEC understand the required inputs from them. • Ensure NEC understand the significance of timely provision of information • Work with NEC to ensure all required information is provided to security architect	Moderate	Moderate	Open
9391	IF there are a high number of priority 1 and 2 defects resulting from NEC systems testing, THEN the time required to resolve may be longer than allowed for, which will impact the ability to start Data Migration on schedule.	• Early review of open defects with MBIE test team • Prioritisation of defect list with MBIE test team and PM • Review & understand the impact of P1 & P2 defects on bulk data migration	Moderate	Moderate	Open
9392	IF the bulk data migration takes longer than scheduled, THEN the start of integration testing will be delayed which will adversely impact the overall delivery schedule.	• Separate IPE and IDme testing so that migration can start asap • Test data migration mapping using sample data • Walkthrough data migration plan(s) • MBIE test team involved in remediation sprints to gain early visibility of defects.	Moderate	Moderate	Open

7. ESCALATED ISSUES FOR THIS PROJECT:

ID	Title	Treatment Actions	Priority	Due Date
1773	NEC SIT Entry Delay	Re-plan project Reduce immediate project costs where possible Manage other vendors	High	10 Oct 22
New	Limited visibility of SIT Entry deployment plan from NEC with which to align with.	Request plan from NEC asap. Progress preparation as far as possible without NEC plan.	High	22 Sept 22

*** 8. DEPENDENCIES WITH OTHER PROJECTS: None ***

9. ESCALATED DECISIONS FOR THIS PROJECT:

ID	Title	Decision	Decision Status	Decision Date
D00425	BCU & ADEPT AMS Code Merge - Approval	ADEPT AMS code changes will be merged with BCU AMS code Changes. ADEPT are scheduled to Go-Live with their first release in July 2021. BCU AMS code will	Approved	11 Dec 2020



		be dormant/disabled for the majority of the release until such time as BCU Go-Live occurs.		
--	--	--	--	--

*** 10. ESCALATED ASSUMPTIONS FOR THIS PROJECT: None ***

11. VENDOR PERFORMANCE RAG STATUS:

Vendor	Agreement	Time	Cost	Quality	Resource
NEC	Master ICT Agreement between MBIE and NEC New Zealand Limited	A	G	A	G
		Time: MIL02 - Deliver Schedule 15 September and MIL03 - Deliver Detailed Design 30 September has been missed. Escalated and being actively managed. New date for Detail Design delivery 19 November Quality: Raised quality assurance issue with NEC, noting this is not just the Project Manager but up to NEC to ensure quality of the deliverables.			



BCU Project Steering Group

Meeting Minutes

Date & Time	Tuesday 20 September 2022, 11.30am-12.30pm
Location	RM Stout St G.3 and Online via Teams
Agenda	Agenda
Members	Stephen Dunstan (Chair), s 9(2)(a), Robyn Moriarty, s 9(2)(a)
Attendees	s9(2)(a)
Apologies	s9(2)(a) will join approx. 30 minutes late
Documents	Finalised Steering Group ToR for ratification BCU Steering Group TOR v5.0.docx

1. Minutes of previous meeting

- Previous Minutes from last meeting accepted and actions reviewed

2. NEC Status Report

- Report taken as read.
- Overall status is Amber
- The target SIT entry completion date is now 17 October; the schedule has slipped by one week due to delays in providing sample data and the completion of the Data Migration documents, and an additional day being lost due to the Queen Elizabeth II Memorial public holiday.
- Preparation for phase one of deployment of new software into the MBIE SIT environment is complete, with Security Clearance/Security Risk Assessment Memo approval being the last outstanding item.
- NEC's primary focus is on planning for the execution of the data migration process.
- Q: Is the showcase still happening? A: Discussions were held between s 9(2) Robyn, and it was agreed to cancel the showcase for now and focus on getting SIT Entry across the line; this was due to a lack of resources available to work on both the showcase and the SIT entry critical path activities.
- In parallel, NEC are looking at an option involving training MBIE testers, by having them come into the NEC environment once the data migration has started and test the remediation of the Severity 3 and Severity 4 defects.
- Q: Are there any MBIE dependencies that NEC are waiting on regarding the 17 October SIT Entry date? A: The security clearance/security risk assessment memo, which is an MBIE/NEC dependency and the Data Migration Plan, which is not quite agreed.
- s9(2)(a) advised that he is confident that s9(2)(a) are working well together and are progressing things to schedule for SIT Entry completion on 17 October.
- Q: What is the state of the testing aspect, regarding the status of the severity #1 and severity #2 defects? A: The second to last release being delivered before SIT entry has only two severity #1 defects and is looking good.
- Currently there are two high priority defects remaining to be resolved; the less severe defects are being deprioritised as there is a plan in place to manage these.

- It was noted that there may be a discrepancy as to what constitutes a Severity #2 and a Severity #3 defect; s9(2)(a) are collaborating on how to categorise these, as all Severity #1 and #2 defects will be required to be resolved prior to completion of SIT entry.
- The current status of the security rating for phase one of SIT entry - software deployment – has the rating at Medium risk, while the phase two is currently rated at High due to vulnerabilities still showing on latest security scan sent from NEC.
- Q: In terms of closing outstanding vulnerabilities, is there intent to have additional patching done prior to integration? A: The Security team have advised that vulnerabilities still exist on the latest security scans received last week. MBIE are currently working through the explanations provided on what the vulnerabilities mean. The MBIE Security Consultant will then assess the rating again, which will be shared with NEC once completed.
- MBIE need to share the security report and ensure that NEC have all the information needed to fix remaining vulnerabilities. **Action:** s9(2)(a)
- Q: In relation to SIT, how are other vendors tracking? A: Other vendors are all tracking to schedule, with them ready to start.
- Q: Do we have all the IPE kit/equipment that we need? A: Not all just yet, but we do have what is needed to progress for SIT. There are still some decisions to be made on the production components before we can place the order, and given the lead times, those decisions should be made sooner.
- Ensure that any decisions needed to speed up procurement are made quickly and that MBIE are making the right calls and connecting the right people in the business. **Action:** s9(2)(a)
- Regarding the fingerprint scanner options with the selected portable scanner currently unavailable; the business decision is to progress with the selected Fixed scanner to be employed for both fixed and mobile use scenario's, on the basis that if the original selected portable scanner becomes available, that can be transitioned to.
- s9(2)(a) was looking to get a decision on this that would align with delivery lead times once User Acceptance Testing had been completed; the latest date for placing an order will be in January 2023, in terms of lead time and meeting the Go-Live date.

MBIE Project reporting

- Overall status is still Red
- The continued Red status is due to being out of tolerance for schedule and budget, however this will likely change once Change Request CR4 goes to ICDC for approval tomorrow (21/09).
- The Internal Quality Assurance Review is starting this week and is expected to be completed by the end of the month or early next.
- Preparation for SIT Entry is almost complete, but there's still a security discussion needed as there are some open questions from the Cyber Security team that need to be refined for the migration phase.
- The team have adjusted the approach being taken to competing the solution detailed design (Part B). The timeframe on this is end of January 2023; NEC detailed design (SDD) is expected to be completed in parallel, however the main driver for clarification of design details will be gap identified from the Part B write up. These gap clarifications will form specific questions for NEC. The intent is to reach a conclusion on design documentation more effectively.
- NEC is actively looking to finalise the traceability matrix; including capturing any requirements unable to be met.
- Several outstanding minor change requests are being worked through and will come through in due course.
- Further discussion to be held regarding the change request process, as some of the recent change requests that have been received are not seen as necessary given that they're very minor in nature and often relate to wording updates or labelling changes, rather than changes to functionality.
- Support & maintenance conversations are progressing
- The DXC AMS build Test Exit Report was signed off.
- Finalised Steering Group Terms of Reference are included in this week's meeting pack for ratification; amendments made include updates to the structure diagram and the product owner section.
- NEC would like to make some additional changes around Governance, and around Change Requests, as future changes may be significant enough to be seen at the Steering Group level, requiring some governance. **Action:** s9(2)(a) to discuss
- s9(2)(a) advised that the discipline and approach from NECAM has picked up, and that there is a lot more confidence that the teams are working collaboratively.

Risks/issues or Questions:

- No further risks or issues additional to those already discussed were raised.

NEC left the meeting at 12.20PM

MBIE ONLY

- Change Requests:
 - NEC: a number of minor CR's have been received from NEC, most without a monetary impact, however there are two; one at \$10k and one at \$7.3k that have been agreed and will be processed shortly.
 - DXC: two CR's have been received from DXC. These are in relation to data; restricting volume of facial image numbers in support system; this applies only to the SIT and Pre-Prod environments and aligns the volumes with the NEC license volume.
 - Vodafone: a minor change request has been received from Vodafone that relates to additional security that has been requested by us and setup for the UAT environment/troubleshooting for any firewall related issues. This will be processed shortly.
- Discussions around the NEC maintenance fee are progressing with a meeting between s9(2)(a) from MBIE's Digital Commercial team, s9(2)(a) and NEC's commercial manager; we will need to advise the Steering Group on the outcome of this meeting, as to where we stand and how we progress.
- CR4 is going up to ICDC this week. Approval will enable the project to move back within tolerance and start reporting a green RAG status.
- Q: Is it likely that anything unusual will come up concerning CR4 at ICDC? A: Robyn advised that it will likely be the same line of questioning as DGB, and that she and Stephen will be in the room to talk to it, should they be needed. s 9(2) business owner will present the change. Patrick will also be present to answer questions that may arise.
- There were two points of note from the DGB meeting where CR#4 was endorsed; 1) Any future contingency that may be required will be being considered on a case-by-case basis by DGB if / when required, 2) the current project Treasury Risk Assessment level rating of Medium was questioned as being still valid; we will undertake to revise/recheck that so that we have that covered off.

The meeting ended at 12:33pm

3. Open Actions – NEC

AP#	Date	Action	Owner	Update/Comments
AP#190	20/09/22	NEC would like to make some additional changes to the Terms of Reference around Governance, and around Change Requests, as future changes may be significant enough to be seen at the Steering Group level, requiring some governance – to be discussed	s9(2)(a)	20/09: Opened
AP#123	24/08/21	Support agreement for BCU/IDMe with a view to close out before end of the year.	s9(2)(a)	20/09: Progressing; a meeting regarding the maintenance aspect is scheduled for this week.

AP#	Date	Action	Owner	Update/Comments
		Start building based on what's known around the application layer etc. NEC to get the first points down with any initial queries to resolve. Suggested don't start with a contract as get caught up in wording		06/09: Tracking well, this is now 'project BAU' – Carried over 23/8: Not discussed. Carried over. 26/7: Clarifications provided. Can be closed 12/7: s9(2)(a) has provided answers, but further clarifications requested. 28/6 - There are two outstanding queries with s9(2)(a) for him to answer: an open question about the support environments, and a second around some of the componentry to scale s9(2)(a) is following this up as s9(2)(a) were unaware of any actions sitting with MBIE on this AP. 14/06: Still with MBIE to work through, a session is scheduled on this for next week. 31/05: MBIE are progressing a SOM document incorporating material from the paper provided by NEC. A first draft will be shared shortly. Model for the Maintenance fee is being reviewed by MBIE. No further action required by NEC at this point. 03/05: Clarifications received from NEC; walkthrough scheduled for this week. 07/04: A list of questions/clarifications has gone back to NEC on the proposed Maintenance Model. 22/03: Discussions re maintenance and licensing cost model continue. NEC

AP#	Date	Action	Owner	Update/Comments
				preparing a draft support SoW for discussion. 08/03: Discussed and agreed to reactivate. 01/02: Carried over. Focus on design closure has restricted ability to respond to material provided by NEC prior to Christmas. 14/12 No change. Discussed during today's meeting and new action raised s9(2)(a) to set up next workshop session. 22/11 Draft Document for review received from NEC during the period. Design documentation finalization is the key focus currently so further work will likely be delayed till the new year. 02/11 Next meeting scheduled for 4th November 19/10 In progress with NEC. 06/10 Initial meeting held. NEC to propose support framework to MBIE. 21/09 NEC have scheduled an initial meeting to start this activity. 07/09 Update not provided

4. Open Actions - MBIE

AP#	Date	Action	Owner	Update/Comments
AP#191	20/09/22	MBIE need to share the security report and ensure that NEC have all the information needed to fix remaining vulnerabilities	s9(2)(a)	20/09: Opened
AP#192	20/09/22	Ensure that any decisions needed to speed up procurement are made quickly and that MBIE are making the right calls and	s9(2)(a)	20/09: Opened

AP#	Date	Action	Owner	Update/Comments
		connecting the right people in the business		
AP#189	06/09/22	Comms Plan Lite – review the comms plan to bring to the Steering Group Forum and include in fortnightly Minister’s Update.	s9(2)(a)	20/09: Some discussions held between s9(2)(a) around this, and we will look to formulate something to go into the next Minister’s update. When SIT entry is achieved would be good to notify of this and other achieved milestones. It was suggested to discuss this at ICDC and take this discussion offline. 06/09: Opened

5. Decisions

D#	Date	Decision	Project Server Ref
D#01	14/07/20	Merge the BCU and IPE Projects and submit one change request.	D00357
D#02	10/09/20	The upgraded solution will continue to be called IDme.	D00387
D#03	10/09/20	Elevate Reference Group to Steering Group with new ToR and include Vendors to attend by Invitation.	D00396
D#04	20/11/20	Stephen directed the contracting of s9(2)(a) via INZ to be completed as soon as possible to mitigate the technical risk to the project.	NA
D#05	15/12/20 04/05/21	Decommissioning of IGMS IDme to be a separate project. (no longer in BCU project scope) Note this decision has been reversed. Decommissioning will remain in scope for CR03.	D00441

6. Recently Closed actions

AP#	Date	Action	Owner	Update/Comments
AP#185	06/09	Confirm the Data Migration Transformation Issue (I36, p6 in the status report) is closed, and update the Issues table.	s9(2)(a)	20/09: Done – action closed 06/09: Opened
AP#187	06/09/22	Provide s9(2)(a) with background information to take to DCB	s9(2)(a)	20/09: Done – action closed 06/09: Opened
AP#186	06/09/22	Forward the IQA ToR to NEC	s9(2)(a)	20/09: Done – action closed 06/09: Opened
AP#182	23/8/2022	Follow up on status of new NEC PO	s9(2)(a)	20/09: Approved and sent – action closed

AP#	Date	Action	Owner	Update/Comments
				06/09 – Approved by Robyn this morning, waiting further approvals 23/8 – Opened
AP#184	23/8/2022	Set up meeting with NEC to progress License/ Maint fee discuss. Meeting to include MBIE commercial	s9(2)(a)	20/09: Done – action closed 06/09 – Need to come back together around the Maintenance space 23/8 – Opened
AP#188	06/09/22	Develop a joint decision register to support change control regarding Defects v Changes. To be made visible to the Steering Committee.	s9(2)(a)	20/09: Work has progressed, NEC are sharing their RAID register and providing open and closed decisions on a weekly basis - action closed 06/09: Opened
AP#178	23/8/22	Send Steering Group meeting invitation to Richard Owen and arrange induction to project.	s9(2)(a)	06/09 – Done – action closed 23/8 – Opened
AP#179	23/8/2022	Re-align the Steering Group agenda with new group structure	s9(2)(a)	06/09 – Done – action closed 23/8 – Opened
AP#180	23/8/2022	Revise project status report wording appropriate for new group structure	s9(2)(a)	20/09 – Done – action closed 23/8 – Opened
AP#181	23/8/2022	Return signed CR26 to NEC	s9(2)(a)	06/09 – Done – action closed 23/8 – Opened
AP#183	23/8/2022	Check NEC Maintenance & Support figures included in CR#4	s9(2)(a)	06/09 – Done, support costs estimated by MBIE – action closed 23/8 – Opened
AP#174	26/7/22	Status Report: s9(2)(a) to align draft delivery milestones in the status report with those documented in CR#4.	s9(2)(a)	06/09 - Done – action closed 23/8 – Not actioned, carried over. 26/7 - Opened
AP#177	23/8/22	s9(2)(a) to provided SIT Implementation plan by CoB Friday 26/8		06/09 Done – Action closed 23/8: Opened
AP#154	08/03	NEC acknowledged that work on an end-to-end view of the NEC schedule is underway. NEC couldn't provide a date for when this will be provided to MBIE, but this will be followed up and provided to MBIE by s9(2)(a) along with an	s9(2)(a)	06/09: Received and reviewed – Action closed 23/8: Revised schedule received – in review 26/7: Revised update due 13 th July has not been received by MBIE. Advice today regarding SIT entry slippage now to be

AP#	Date	Action	Owner	Update/Comments
		update on progress in tracking back to the requirements.		incorporated into an updated version once there is a decision on the SIT approach. 12/7: The NEC governance report indicates a revised version will be provided 13th July. 28/6: Discussed and new date of 1 July committed to. 14/06: Working on the IPE detail and working through security concerns. End of this week 17/6/22 deadline to be provided to MBIE. 31/05: The revised schedule has been reviewed. It is not complete. NEC acknowledge this and they will continue to work on updating. NEC to provide completion date. 17/05: Schedule received from NEC. To monitor as not yet reviewed by MBIE 03/05: The NEC end-to-end schedule is yet to be received. NEC committed to providing this by CoP 3 May (as at the date of minutes being finalised, 9 May 2022 this was still yet to arrive from NEC). 07/04 not complete enough. Further updated version to be provided today. 07/04: Revised schedule for review received today from NEC. 22/3: s9(2)(a) to expedite the sessions on the end-to-end schedule with the MBIE team as it is a dependency. By end of this week s9(2)(a) will update MBIE on a date for this if this can be sooner than 12 April. 08/03: Opened.
AP#175	26/7/22	s9(2)(a) to send MBIE's Approach for resolution of the data transformation issue to NEC.	s9(2)(a)	23/8: Provided can be closed. 26/7 - Opened
AP#176	26/7/22	s9(2)(a) to provide NEC SIT Entry options by COB Thursday 28/7		23/8: Provided. Can be closed. 26/7: Opened
#AP167	28/6/22	NEC has committed to Steering Group to provide the full end-to-end schedule by CoB Friday 1 July 2022		23/8: Provided. Can be closed. 26/7: Action is a duplicate of AP154. Can be closed as being tracked under that number. 12/7: Version received; however critical path is unable to be determined, as still not

AP#	Date	Action	Owner	Update/Comments
				complete. An updated version has been requested and scheduled for 13 th July delivery. 28/6 - Opened
#AP166	14/06/22	28/6 - NEC need to confirm the state of the product MBIE will be seeing for the second showcase session. NEC indicated the intent is to show as much up-to-date product at that time, but NEC need to confirm what that will look like, and whether a further showcase shortly thereafter will be scheduled as well. 14/6 - NEC to propose a new date for the next showcase, to take place within 3-5 weeks (which will be between 5 th – 19 th July 2022).		26/7: Showcase has occurred. Can be closed. 12/7: Software version confirmed as 1 st July release. 28/6 Date proposed for 21 July, content/product version to be confirmed by NEC, with expectation that it will cover the bulk of the solution. Action description updated to reflect this. 14/6 Opened
#AP165	14/06/22	NEC to provide a plan and timeframe for the SDDs this week.		23/8: Provided. Can be closed. 26/7: Plan provided. Can be closed. 12/7: IDme SDD completion plan received. Issue can be closed. 28/6 IPE SDD has been received but IDme SDD plan is still outstanding. 14/6 Opened
AP#138	19/10	Include burn down view of progress to SIT entry milestone in status reporting.	s9(2)(a)	23/8: SIT entry approach agreed. Can be closed. 26/7: Method to be amended to show actual progress to milestone as well as testing status. 12/7: s 9(2)(a) Not discussed as per Rob's action of 14/6. Carry over. 28/6: Not discussed, carried over. 14/06: MBIE awaiting a view that tracks against milestones. s9(2)(a) will follow this up with the NECAM team. 17/05: Request for NEC to improve presentation of info

AP#	Date	Action	Owner	Update/Comments
				07/04: This week's NEC report contains several graphs depicting progress. NEC will need to walk the group through the graphs and the underpinning measurement detail to clarify the information being shown. 22/03: Still a work in progress. Carried over. 08/03: Carried over 22/02: Will be discussed as part of the Reporting review session scheduled for this week. 08/02: Again, discussed as part of reporting in general and stressed that this is a mandatory requirement to provide visibility of progress toward critical milestones. Some indication of the build status has been included in this week's governance reporting. 01/02: Again, discussed at this meeting. No visibility provided yet. See commentary in minutes 14/12 Yet to be incorporated into weekly status reporting, and again discussed as being required. Will be addressed when NEC commence reporting against the schedule. 22/11 Yet to be incorporated into reporting 02/11 Requested. Yet to be incorporated into reporting. 19/10 In progress.
AP#168	28/6/22	s9(2)(a) will provide Robyn with bullet points for a follow-up meeting with s9(2)(a) Stephen and then their meeting with s9(2)(a) at NEC.	Patrick	28/6 – Opened. Closed
AP#169	12/7/22	Robyn to arrange a weekly check-in meeting with NEC.	Robyn	12/7 – Opened Closed.
AP#171	12/7/22	s9(2)(a) to submit the project governance report out of cycle, summarise anything in the report.	Patrick/Chaz	12/7 – Opened Closed.
AP#168	28/6/22	s9(2)(a) will provide Robyn with bullet points for a follow-up meeting with s9(2)(a) Stephen	Patrick	12/7: Completed. Closed. 28/6 – Opened.

AP#	Date	Action	Owner	Update/Comments
		and then their meeting with s9(2)(a) at NEC.		
AP#169	12/7/22	Robyn to arrange a weekly check-in meeting with NEC.	Robyn	26/7: Closed 12/7 - Opened
AP#171	12/7/22	s9(2)(a) to submit the project governance report out of cycle noting anything of substance in the report.	s9(2)(a)	26/7: Closed 12/7 - Opened
AP#170	12/7/22	s9(2)(a) to develop a NEC payment milestone unbundling proposal.	s9(2)(a)	26/7: Material has been provided to Robyn, who in turn has agreed with Stepher s9(2)(a) that initial deliverable payments can be made. Can be closed. 12/7 - Opened