

Ref.	Stakeholder Group	Specific contacts	Stake in Project	What is needed for JSCS Project?	Agreed level of Engagement
1	SBS current In scope Departments and Institutions		* Confirmed to be interested in joining the JSCS.	* Experienced IT Staff to confirm current situation * Department IT user base to confirm current situation * Department IT user base to confirm actual service requirements * Commitment of participating in project due diligence	* Part of SBS IT Review Committee
a	Department of Biochemistry	Richard Farndale (Chair IT Committee) Marco Hyvonen (Academic)			
b	Department of Genetics	Steve Russell (Academic champion) Ian Clark (CO)		Significant time from Ian Clark is needed. He needs to provide technical expertise, time for requirement gathering, significant time/ resources required.	
c	Department of Plant Sciences	Nic Cunniffe			
d	Department of Psychology (areas included)	Andrew Welchman			
e	Department of Zoology	Derek Smith Julian Jacobs			
f	Sainsbury Laboratory	Henrik Jönsson			
g	Stem Cell Institute	Paul Sumption (CO) Brian Hendrich	Paul is going to be part of the technical scoping team in 2017 Stem Cell Institute will move to a building to Biomedical Campus (Capella building - 400 people).	Paul as project resource	
h	Systems Biology Institute	Steve Russell (co chair)		Paul as project resource	
i	Graduate School of Life Sciences	tbc			
j	School Office	tbc			
k	Biomedical Support Services	tbc			
2	SBS current out of scope Departments		* Confirmed to not be interested in joining the JSCS	* For them to stay informed on JSCS and to ensure that when they would like to be included they timely inform the project.	* To receive Project Brief * To receive monthly Project Progress Reports
a	Department of Pathology	Geoff Smith (HoD) (DS to inform) Chair of IT Committee (TBC)		" "	
b	Department of Pharmacology	Mike Edwarson (HoD)	" "	" "Jessica Dunne - part of Steering Group / SBS IT review committee	
c	Department of PDN	Bill Harris (HoD)	" "	" "	
d	Department of Veterinary Medicine	tbc	" "	" "	
e	Gurdon Institute	Daniel St. Johnston (HoD) Al Downie (CO)	" "	" "	
3	SBS General Stakeholders		* Confirmed to be interested in joining the JSCS.		* To receive Project Brief * To receive monthly Project Progress Reports * To receive Project Timeline Overview at end of each Project Phase
a	Head of School of Biological Sciences	Duncan Maskell			
3	SCM current In scope Departments:		* Part of CSCS IT Service provision * Confirmed to be interested in JSCS * To keep receiving the same level of IT service or an improved/ broader service	* Experienced IT Staff to confirm current situation (us) * Department IT user base to confirm current situation * Department IT user base to confirm actual service requirements * Commitment of participating in project due diligence	* To receive Project Brief * To receive monthly Project Progress Reports * To receive Project Timeline Overview at end of each Project Phase * End of Stage meeting either individual or open session meetings, as specified below
a	Clinical Biochemistry (IMS)	Chris Ford (DA) Greg Strachan Ak Raddy (chair IT committee)			End of Stage: Individual Meeting
b	Department of Haematology	Debra Fletcher (BOM) TBC			End of Stage: Individual Meeting
c	Department of Medicine	Samantha Stokes (BOM) John Sinclair (Champ)			End of Stage: Individual Meeting
d	Department of Medical Genetics	Lynda Smith (DA)			End of Stage: Open session meeting
e	Department of Obstetrics & Gynaecology	Joanne Hackett (DA) Gordon Smith (HoD, chair CSCS committee)			End of Stage: Open session meeting
f	Department of Oncology	Richard Hill			End of Stage: Open session meeting
g	Department of Paediatrics	Clare Rice (Ops Manager)			End of Stage: Individual Meeting
h	Department of Public Health & Primary Care Research	Keith Hoddy (BOM)			End of Stage: Individual Meeting
i	Department of Psychiatry	Helen Lonergan (BOM)			End of Stage: Individual Meeting
j	Department of Radiology	Fiona Gilbert (HoD) Martin Grave			End of Stage: Open session meeting
k	Department of Surgery	Paul Smith (CO)			End of Stage: Open session meeting
l	Department of Neurology	Sue Martin			End of Stage: Open session meeting
3	MRC Epidemiology	Iain Morrison (IT Manager)			End of Stage: Individual Meeting

4	SCM current excluded Departments:		* Not part of CSCS IT Service provision * Confirmed to not be interested in joining the JSCS	* For them to stay informed on JSCS and to ensure that when they would like to be included they timely inform the project.	* To receive Project Brief * To receive monthly Project Progress Reports * Further specifics as specified below
a	Department of Clinical Neurosciences; including Wolfson Brain Imaging Centre	Sue Martin (BOM) Guy Williams (WBIC)			
b	Cancer Research UK Cambridge Institute	Peter McCallum (IT Manager)			End of Stage: Open session meeting Monthly JSCS Updates
c	Cambridge Institute for Medical Research (CIMR)	Jonathan Wilson (IT Manager) Randy Reed (Champ)			Part of CSCS Management Committee
d	MRC Laboratory of Molecular Biology	Paul Hart (IT Manager)			End of Stage: Open session meeting
f	MRC Cancer Cell Unit	Stephen Jones -- TBC			End of Stage: Open session meeting
6	Human Resources / General Division		* Liaison with the 3 Unions * Representation for SBS / SCM staff	* provide HR advice to Project * Review documentations and plans	* To receive Project Brief * To receive monthly Project Progress Reports * To receive Project Timeline Overview at end of each Project Phase * Face to Face meeting at the end of each Project Phase
a		Caroline Newman (SCM)			
b		Emma Lees (SBS)			
7	SBS IT Review Committee				* To receive Project Brief * To receive monthly Project Progress Reports * To receive Project Timeline Overview at end of each Project Phase * Regular SBS IT Review Committee
a		Derek Smith			
b		Ian Clark			
c		Julian Jacobs			
d		Felicity Webster			
e		Jessica Dunne			
f	Department of Biochemistry	Richard Farndale (HoD) Marco Hyvonen (CO)			
g	Department of Genetics	Steve Russell			
h	Department of Plant Sciences	Nic Cunniffe			
i	Department of Psychology (areas included)	Andrew Welchman			
j	Department of Zoology	Derek Smith			
k	Sainsbury Laboratory	Henrik Jönsson			
l	Stem Cell Institute	Brian Hendrich			
m	Systems Biology Institute	Steve Russell			
n	Graduate School of Life Sciences	TBC			
8	Clinical School Computing Service				* Part of CSCS Management Team
a		Martin Keen			
b		Jennifer Allan			
c		Chris Allan			
9	Council of the School of Biological Sciences				as per Head of School of Biological Sciences
a		Duncan Maskell			
10	Council of the School of Clinical Medicine				Part of the JSCS Project Board
a		Caroline Edmonds	* Project Board and Financial & Governance Team	* Sign off and approval	
11	CSCS Management Committee				CSCS Management Committee
a		Gordon Smith	* Committee will want to ensure the level of service provided will remain at current level or improved.	* They will have oversight of this project, set direction * majority of committee are actively part of the project	
12	UIS				* To receive Project Brief * To receive monthly Project Progress Reports
		Martin Bellamy Paul Calleja			
13	Education Division				* To receive Project Brief * To receive monthly Project Progress Reports
	Education Resource Working Group	Litsa Biggs		* understanding their requirements	
	VLE Steering Group	William Mair		* understanding their requirements	
14	Non University Institutions (NHS)		Currently receive CSCS service. No input in JSCS required.	No Input required	* To receive Project Brief * To receive monthly Project Progress Reports
	CRF	Peter Murgatroyd			
	PGMC	Mary Archibald			
	Clinical Skills Service (CSS)	Barry Smith			
	Media Studio	Jeremy Naylor			
	NIHR Bio Resource	TBC			
15	University Non Schools Institutions		Currently receive CSCS service. No input in JSCS required.	No Input required	* To receive Project Brief * To receive monthly Project Progress Reports
	OPDA	Karina Prasad			
	University Careers Service	Richard Sparks			

