WiFi Data Insights Project Board
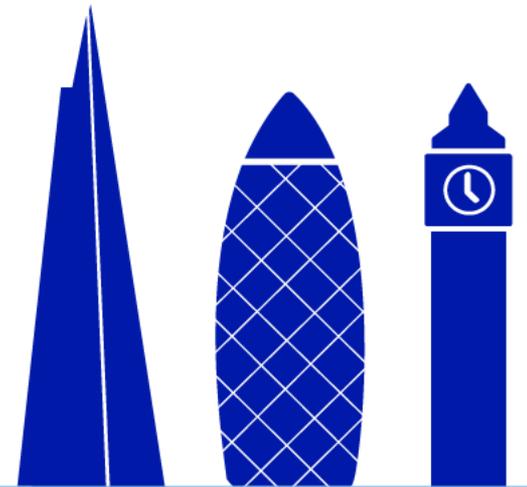
Agenda

No.	Agenda Item	Lead
1.	Project Summary	▮▮▮▮
2.	Product Summary (customer benefit product, 4G rollout)	▮▮
3.	Current Status	▮▮▮
4.	Gate2 Readiness	▮▮▮
5.	Risks & Issues	▮▮▮
6.	Plan on a Page	▮▮▮

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6460 – Wi-Fi data insights

T&D Project Manager	▮▮▮▮	Sponsor		▮▮▮▮	Overall RAG	A
T&D Programme	3.Networks & Analytics	T&D Sponsor		▮▮▮▮	Delivery Confidence	3 - Successful delivery is feasible
T&D Product Manager	▮▮▮▮	Project Stage		3 - Concept Design/Contract	Approval Board	T&D delivery meeting
T&D Service Owner	TBC	Characterisation		Commercially critical	Decision(s) Required	No

Project Scope	Link to Project Site	Explanation of RAG/ Delivery Confidence
The project is delivering a solution which supports the collection of station WiFi data and creates a data reference system to geographically link access points to advertising assets in a station. The solution enables TfL to harness the WiFi connection data to derive customer and commercial benefits.		Amber RAG: No agreed customer benefit deliverable Delivery confidence medium as the customer benefit product scope is still undefined

Progress to Date	Upcoming Activities
Held follow on session with TDM, digital to brainstorm customer benefit deliverable Began development of data ingestion solution Began delivery of CAD station maps with the new CAD team – completed initial maps for Willesden Green, Oval & Stockwell stations Held risk and issues workshop Completed security questionnaire from Gate 2 perspective Approval for DPIA from Gate 2 perspective	06/2018 – Crowdsource customer benefit product ideas via Yammer 06/2018 – Progress with the definition of customer benefit deliverable 06/2018 - Complete estimates including ongoing OPEX costs 06/2018 - Get estimates from the CAD team for completion of the station maps 06/2018 - Start discussions with the service transition team to develop service transition model 06/2018 – Complete Gate 2

Schedule - RAG Amber				
Key Milestones	**Baseline End Date**	**Forecast/ Actual Date**	**RAG**	**Commentary**
Establish gate 2 schedule	29/06/18	31/07/18	A	Product roadmap is still being refined – this will inform delivery scope & plan
Complete data ingestion build	-	15/08/18	G	Dependent on development work in sprints 96,97,98
Complete CAD station maps	-	28/09/18	A	The CAD team are working through first set of stations - ETA for completion of first station 15/06
Complete data processing build	-	07/11/18	G	Dependent on development work in sprints 99,100,101
Deploy production ready algorithms	-	19/12/18	G	This is new development of algorithms and not just refining the pilot algorithms
API development complete	-	06/01/19	G	Needs further discussion with the TSO team to identify the ownership of this development activity
▮▮▮▮	▮	▮▮	▮	▮▮▮▮
GO live of customer benefit product	-	TBC		Needs to be agreed with relevant stakeholders upon establishing scope

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Current Status

Work Stream	Current Status	Next Steps
Customer Benefit Product	Discussions underway with TDM, Digital to define user stories	Crowdsource customer benefit product ideas(via Yammer) — ▉ Further refine the user stories from TDM, TfL digital — ▉
CAD station maps (including BAU update process)	The CAD team successfully completed development of CAD maps for initial 3 stations (Willesden Green, Oval & Stockwell stations). The CAD team are now working on Elephant & Castle, Kennington, and Borough stations	Complete the process of extracting data from the initial 3 stations in the format required by the data science team — ▉ Session scheduled between TfL and Exterion Media for 25/06 to extend the CAD station mapping process to include mapping of EM assets on the CAD station maps — ▉ Complete the stations in the order requested by Commercial development – PM Further sessions to be scheduled to drive mapping of to-be process for capturing any station changes including access points, advertising assets — PM
Data Ingestion	Development work scheduled for sprints 96,97, and 98. Development in progress as planned. More complex/unknown development activity to commence from w/c 25/06	Review the progress w/c 02/07 with ▉ to identify any risks to the planned completion of this workstream - PM
Data Processing	Development work scheduled for sprints 99,100, and 101	
Data Science		Commence development of algorithms in the Azure DAP once data ingestion development is complete — ▉

Current Status

Work Stream	Current Status	Next Steps
Data Presentation (including API)	Discussions held with ███████████████, and ██████████ regarding the development of API – initial steer from them was the API development work to be done by D&A delivery team with guidance from their team. Whilst, this approach would serve in making the D&A team self sufficient in API development, this approach is not feasible for the project owing to the complexity and timelines.	Discuss and agree with ████████████ regarding the responsible team for delivery of API layer – PM
Testing	Not started	Identify the right resource and delivery mechanism for end to end testing - PM
Service Design & Transition	Not started	Engage with ██████████████████████ to commence service design and transition activities – PM
Privacy / Data Protection	DPIA completed for Gate2. Data Governance Manager ██████████ has approved DPIA for Gate2.	DPIA needs to be updated with any relevant design changes such as development of splash page for explicit opt-in. Continued engagement with ICO
Communications	Established comms schedule with TDM ████████ ██████	Continued engagement with TDM to ensure the progress of the following activities: Phase 1: Pilot data customer information trial Go live August / September 2018 ████████████████████████ ████████████ ████████████████

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Gate2 Readiness

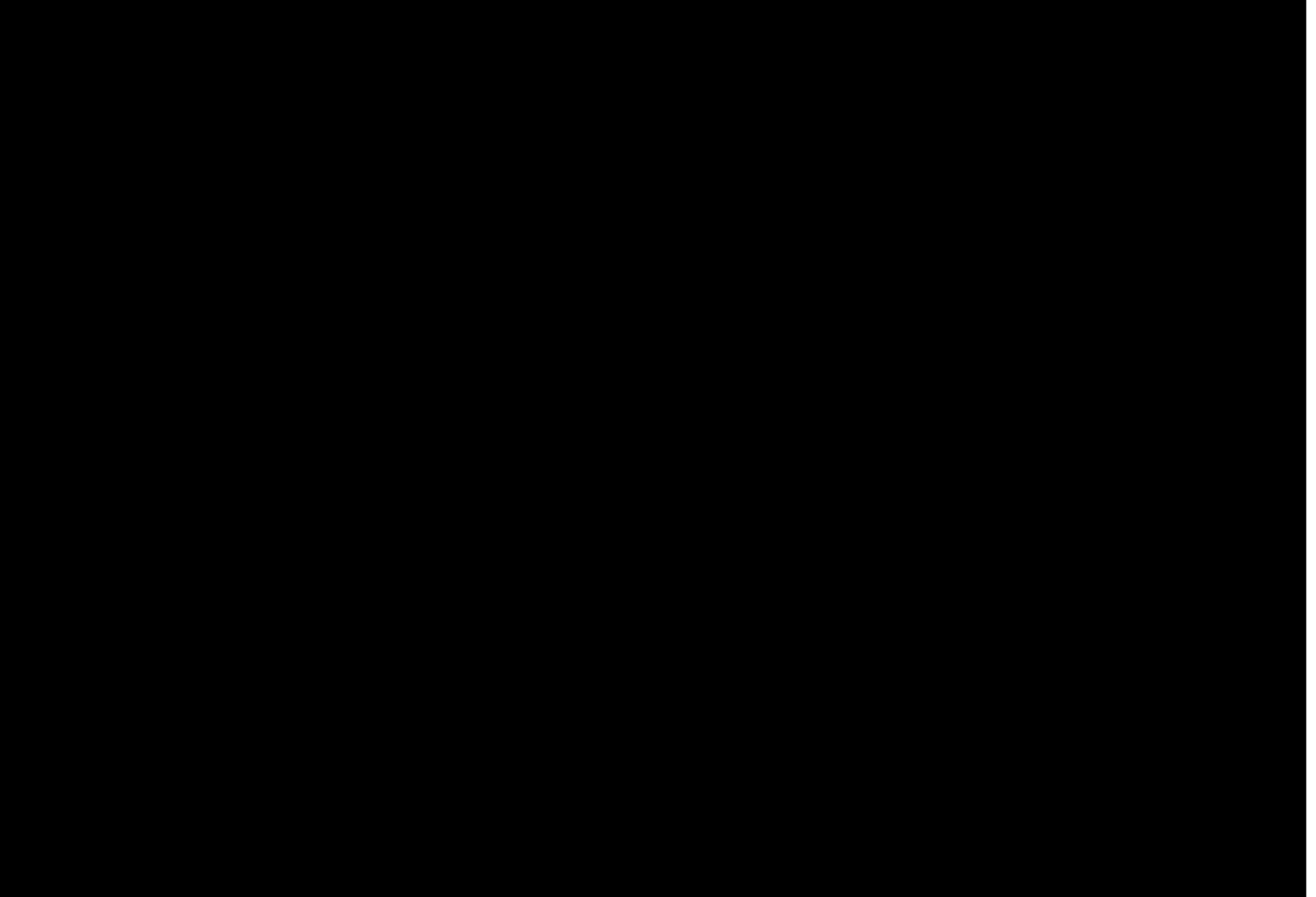| Work Stream	Current Status	Next Steps
Estimates/PET	In progress. Received estimates for D&A delivery. Current estimates are over the project budget of ███	Need to validate estimates for API development Need to validate first year support costs Need to validate testing approach and costs Obtain sign off from sponsor and programme manager
PEP	Draft in place	Updated draft PEP
Security questionnaire	Completed in consultation with CSIRT analyst and solution architect. Approved by CSIRT from gate2 perspective	No further work from Gate2 perspective
HLD	HLD presented at ARB and ARB had no concerns with the design approach.	No further work from Gate2 perspective
Requirements	Reviewed and agreed by relevant stakeholders except for customer benefit product	Obtain sign off from sponsor
Privacy impact assessment	DPIA reviewed and approved by Data governance manager	No further work from Gate2 perspective

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Key Risks					[Link to Risk Register]
Description	**Impact and Mitigation**	**Resolution Date**	**RAG**		**Owner**
Unavailable NetMIS reference data from Elizabeth Line	NetMIS will not available from the Elizabeth Line. While Kestrel may fulfill the function any idea of the latency or form of the data is unknown. Elizabeth line data is not part of the project scope – however, this may lead to unmet stakeholder expectations. Continued reinforcement of scope to the stakeholders	Ongoing	G		▮▮▮
Product scope	Potential scope creep due to realtime requirements from customer benefit product. Product Manager working with digital & TDM to define customer benefit product deliverable	15/08/18	A		▮▮▮
Schedule risk	Project go live may be delayed due to development time overruns as our Azure development skills are not mature yet. Continuous monitoring and control to ensure that any slippages are promptly addressed	Ongoing	G		▮▮▮

Key Issues					[Link to Issue Register]
Description	**Impact and Mitigation**	**Resolution Date**	**RAG**		**Owner**
No BAU process for tracking station and access point changes	There is a lack of defined/centralised process for maintenance of station and access point changes. The produced station CAD maps will be out of date and inaccurate in the absence of an agreed BAU process to notify and maintain the changes in the system. This potentially may lead to inaccurate conclusions from the usage of WiFi data. Work with the relevant parties and T&D service transition to establish an agreed BAU process	03/08/18	A		▮▮▮
Availability of 4G connection in stations	Because of 4G availability in stations and tunnels, there is a significant risk that most of the customers will use 4G and we may not have access to the connection data as the ownership of 4G connection data resides with the operators . Work with commercial development to ensure the data ownership remains with TfL	29/06/18	A		▮▮▮
DAP framework is evolving and not mature enough	On premise design and development is mature where as design and development of the DAP framework in cloud is still evolving(areas such as data quality, scheduling, monitoring , Interface control documentation etc.) . This will be built up as the project progresses	Ongoing	G		▮▮▮

Finance – RAG Green							Actuals to end P3
Funding approved to	Gate 6	**Total**	**Prior Years**	**2018/19**	**2019/20**	**2020/21 +**	Funded by	LU
Approved Funding (inc risk)		▮▮▮	▮▮▮	▮▮▮	-	-	Cost commentary
Estimated Cost to G2 (inc risk)		£0		TBC	-	-	The total project costs are currently being estimated for Gate 2. The ETA for cost estimates is 20/06
Risk Provision (within app funding)		£0		£0	-	-	
Spend to Date (Value of Work Done)		£109,662	£102,028	£7,634			
Variance (Approved – Estimated Cost)			Spend to go (EFC-Spend to Date)		▮▮▮		

Management Information – Key decisions made/required, change requests
None

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Key Takeaways & Actions

Key Takeaways & Actions

Testing	Testing will be done by the D&A developers as part of the build and will include regression testing. No additional resources/funds required for testing
CAD station maps dependency on development of algorithms	Clarify the extent of CAD station maps to be completed to enable development and testing of the algorithms **Action:** PM to confirm with ▮▮▮▮▮ the extent of CAD station maps to be completed to enable end to end development and testing of data science algorithms, 06/07
▮▮▮▮▮	**Action:** ▮▮ to check with ▮▮▮▮▮▮ and update the group, 06/07
API development	**Action:** PM to set up meeting b/n ▮▮▮▮▮ and ▮▮▮▮▮ to clarify ownership of API development, 06/07
Communication	**Action:** PM to check with Marketing, TDM regarding the integrated marketing plan, 06/07
DPIA	**Action:** PM to check with ▮▮▮▮▮ regarding the need for additional approval from Information Governance , 06/07
Estimates and Gate 2 schedule	**Action:** PM to input any placeholder estimates and present a plan for Gate 2, 06/07
Finances	**Action** ▮▮▮▮ to share Commercial Development Finance Business Partner contact, 06/07

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