



## **CNIC Peer Communications Group Meeting Minutes –October 14, 2005**

Approved 10/21/05

**Attendees:** Paula Allen, DOR; Shawn Dawson, ODOT; Mary Jo Stoutenburg, DHS; Dennis Green, Employment; Raelynn Henson, CNIC Project Office; Dominic Rivera, DCBS.  
Minutes by Cathy Hoffman, CNIC Project Office

The meeting was called to order at 10 a.m.

### **Review Minutes**

The minutes of the October 7 meeting were reviewed. Dennis addressed issues the group desires to follow.

- With regard to distributing accurate information, the group does not really have control of this. The role would be to influence the distribution of accurate information by the CIOs.
- With regard to the 3a list, the group can be a conduit of information. There is a meeting planned with HR and the labor union in the next couple of weeks but no specific date yet.
- The overall disaster recovery strategy is being addressed. The applications people need to do work on storage. The next step is inventory of mission critical applications. It needs to start at the business level. Perhaps there could be certain aspects of the disaster recovery strategy pulled out and included in the next newsletter. It has to be handled sensitively. The plan should be accessible for the IT staff and if there are others that the group feels should have the information, it needs to be elevated for a decision.
- Is there a need to revisit the LOA? It should wait until the meeting with HR and the labor union to make sure everyone is saying the same thing. Staffing has to be addressed. There needs to be a review of who is affected.

Shawn indicate he thought Julie stated that QuickPlace is to be re-evaluated as far as usefulness is concerned and will be revamped but the minutes do not reflect that. There are four components that should be included: minutes, agendas, status reports, and work plan/charter. Shawn stated that he has gone into QuickPlace to look for information and it appears that nothing is posted beyond June 2005. It is aggravating that the information is not current.

Action: Cathy will check with Julie regarding her statements about QuickPlace and about updates to QuickPlace.

There was an action in the October 7 minutes regarding forwarding the work group roster. Shawn reported that the roster he was sent was very inaccurate and reflects badly on the Project Office. He commented on the number of administrative groups listed and asked why the Network subgroups were not listed. There was discussion of the document. It is the type of document that is updated continually.

Action: Cathy will talk to Julie about the requested changes to the roster and make updates as directed.

Action: The Peer Communications Group is to receive the work group roster each time it is updated.

The minutes were accepted as amended.

### **Monthly Project Status Roll Up Reporting**

Dennis stated that he has volunteered to provide the monthly project status roll up. He attends the bi-weekly project office meetings and can obtain copies of the status reports distributed there.

Action: Cathy is to provide Dennis with copies of the bi-weekly Work Group Status Reports.

Shawn commented that there are no reports for the individual Network subgroups. He stated they should not be considered subgroups. They are meeting on a regular basis, doing as much work as other work groups, and he feels it is not accurate to roll them up into the Network Work Group.



It was suggested that Shawn review the work group summary when Dennis has it completed.

### **Timely Communications – Brainstorm**

The question of whether the project information is published in a timely manner was considered. It was reported that there have been complaints that the All Hands video is not out yet and people are wondering why it is taking so long. It causes negative feelings of being out of the loop. It would be better if a date could be given as an estimated date of delivery for these types of information.

Raelynn reported that the written question-and-answer portion of the All Hands meeting was posted on the Web the day before. An announcement will be made at the same time the link to the video is distributed.

The Peer Communications group needs to report to the project office that there is a feeling that they are leaving people in the dark. It is frustrating to not have an answer as to when the All Hands video will be available and it looks bad on the project to have it take so long.

There was discussion of Accenture's role in the project. It has been stated that they are to provide project support, with the agencies taking ownership of the work groups. That does not appear to be the case in some of the work groups. Discussion included decision-making authority, confidence in Accenture's ability, quality of products received, reasons behind animosity between state employees and Accenture employees, and the perception that the diminished role is to be kept quiet. It was stated that it would be better to send a message to the legislature that the project was off track in the beginning; however, the right guy (Mark Reyer) is in the lead now, the project is getting on track, and the project should be allowed to proceed (i.e. maintain its funding).

### **Round Table: Rumors, Issues, Concerns**

Raelynn reported that an All Hands question-and-answer forum has been scheduled for November 17. An announcement will be made to staff within the next week or so. Mark wants the CIOs and HR to be present to help him field questions. If there are specific topics members or staff would like to be addressed at this forum, send to Raelynn. Suggestions included:

- Network or Security high level staffing
- Disaster Recovery Plan – the issue will not die until people are assured that no one will be moved into the data center until a plan is in place.

A request was made for copies of the work group charters.

The meeting adjourned at 11:10 a.m.