

CNIC Steering Committee – Meeting Minutes

Date: November 9, 2004

The CNIC Steering Committee met in DAS West, Conference Room B, 3 to 4:30 p.m.

Committee members or designee present: Dan Adelman, Ben Berry, Bill Carpenter, Kristen Duus, Mike Freese, Gary Johnson, Jeff Marcic, Stan McClain, and Herb Riley.

Others present: Peter Byrne, Raelynn Henson, Cheryl Knottingham, Keith Kohan, Theresa Masse, Rick Webb, Dean Willard and Jamal St. Peters.

In the absence of John Koreski and Curt Amo, Mike Freese brought the meeting to order.

1. Review / Approval of Minutes

Corrections to the minutes of the Nov. 2, 2004 meeting were requested: Bill Carpenter and Rick Webb were listed as attending but were not present. Herb Riley was present and not listed.

Motion: Stan McClain made a motion to approve the minutes with the corrections listed and Jeff Marcic seconded. The motion passed unanimously.

Pending action items:

Action Item: White paper on facility size.

Peter Byrne presented this document and reported that the conclusion supported the view that the facility is of sufficient size. Stan McClain expressed some concerns with the white paper and would like the committee to discuss it further. The question was asked if Accenture was involved in writing the paper and Peter said they were not. Ben Berry asked that Accenture go through the document and provide feedback.

New Action: The white paper will be brought forward for discussion between the CIOs and Accenture at a later date.

Action Item: Definition of “affected.”

Mike Freese reported that he and Sue Wilson are waiting for bargaining to begin in order to answer this concern. It was suggested that a draft be prepared in anticipation of bargaining.

Action Item: Draft data center manager position description.

Mike Freese said this was still being developed; the goal is to have draft complete by early next week.

Action Item: Staffing Model / Function Chart.

It was mentioned that this was brought up during discussions on the project plan. The PMO will get clarity on the expectation for this item.

Action Item: Ask HRSD for classification analysis.

The committee decided to ask a human resources representative to attend CSC meetings to help answer HR issues as they arise. (Note: The classification analysis is included in the integrated project plan as a function of the HR Committee.)

New Action: Stan McClain suggested having an ongoing action item to address rumor control and the members were in agreement. Mike Freese indicated the standing agenda item, Roundtable, is an appropriate placeholder for rumor discussions.

2. Approve Project Plan

Mike Freese stated that the committee should look at this as a living document that will change as the project moves forward.

Motion: Ben Berry made the motion to approve the Project Plan as a living document that the committee will use as a going forward strategy; the document will be updated as the project proceeds. Bill Carpenter seconded and the motion passed unanimously.

Raelynn Henson stated the document will be posted to the Web site and a message distributed to the listserv.

3. Stage Zero Process

Dean Willard from Accenture presented a draft document 'Stage Zero Guide' for discussion. Dean reported that the interviews are being set up and will be ready to start next week. After the interview process the results will be brought back to committee for review. Mike Freese stated that Stage Zero will be conducted with a uniform approach (as much as is possible); outcomes will come back to the CSC for final decisions.

Dan Adelman asked if Accenture is looking at hardware or function. Dean Willard stated that the asset inventory completed for the IT asset tracking initiative is being used as a starting point. Agency interviews will focus on types of equipment and functions, which can be mapped back to specific hardware. Through this process both in-scope equipment and functions will be identified.

4. CNIC Program Structure, Role of Project Managers

Mike Freese introduced the new structure for IRMD that will enable him to focus on the CNIC project. The CNIC PMO will be lead by a senior project manager, recruited from within the participating agencies. Mike asked the members for any recommendations they might have for this position and that the members review the draft position description for the senior project manager. Hiring of the senior project manager will need to be completed as soon as possible.

Mark Matson and Keith Kohan's roles will become more focused as well. Additional project managers will be brought in to assist the technical teams throughout the planning and implementation processes. A dedicated financial analyst will be brought on board to ensure accurate tracking of the savings.

Dan Adelman inquired about the resource identified as QA in the PMO. Mike explained that these staff would perform in-project quality management/assurance, but that the PMO will also contract an external QA to oversee the entire project. Accenture has its own internal QA as well.

Ben Berry asked how the data center manager position will be funded. Mike stated that the plan is to provide bridge funding through a COP, which would be paid back as part of the initial project cost. This recommendation must be approved by the governing board and BAM.

5. Phase 1 (Architecture). Chartering Technical Groups

The draft workgroup design document was discussed. Bill Carpenter expressed his concern that the technical workgroups interact with each other. Mike Freese agreed and stated that the PMO will help facilitate good communication between the separate teams. Ben Berry asked for confirmation that the charters for each team be completed before the teams are commissioned. Ben also voiced concern for staff working on the project to have time to do their 'day job.'

New Action: Develop a strategy for handling technical workgroup workload issues including possible backfills. It was suggested to fund backfill with COP (including it in the one time cost of the project). This strategy will need to be approved by the governing board and BAM.

Stan McClain suggested agencies share participation in workgroups instead of every agency having representation in each group. Ben Berry stated that time deadlines are essential to get work product completed. Mike Freese stated that there will be clear objectives for each group with well defined tasks or jobs. Dean Willard said that Accenture will also help staff these technical groups. Mike Freese noted that not every agency must serve on every workgroup, e.g. agencies without mainframes do not necessarily need representation in mainframe workgroup.

Dan Adelman requested that the existing State of Oregon Technical Architecture be referenced in the document. Mike Freese agreed that this should be incorporated, and that the CNIC architecture work should build on the existing foundation of the earlier work.

New Action: PMO will bring back specific charters, list of deliverables, and time frames for the technical workgroups by the next meeting.

6. Potential Bargaining

The state has received a demand to bargain from SEIU. The committee asked for members who would be willing to represent the CSC during the bargaining process. Stan McClain said he would be happy to serve in this capacity. Ben Berry suggested Curt Amo also serve because of his recent labor/management experience with the Employment Department's call center centralization project. Curt was not present at the meeting and Ben offered to be a representative if Curt is unable or does not wish to participate. The members present agreed.

7. Committee Structure

The members present decided in the absence of both John Koreski and Curt Amo this discussion would be tabled until another meeting.

8. Additional Discussion/Roundtable/Rumor Control

Mike Freese asked the members to let the PMO know about rumors as they surface. This will help in getting FAQs out in a timely manner.

1. **Rumor:** DAS will use this project to classify IS positions downward, i.e. the IS2 class would become IS1. **Fact:** No decisions regarding job classifications for the consolidated data center have been made. Classification analysis for all future positions will be completed in an open, collaborative way. That analysis will inform all classification decisions and the CNIC Steering Committee will be highly involved in decision-making regarding staffing for the new data center.
2. **Rumor:** Don Fleming, State CIO, stated that Oregon technical staff does not have any experience or knowledge about consolidation. **Fact:** Don has never stated that agency staff has "no knowledge" of consolidation. At the JLCMIT hearing (and at other times) Don and others have stated that the CNIC project is the blending of two bodies of knowledge: agency technical staff has technical expertise as to the current technical environments and needs/requirements of each agency; Accenture has the technical expertise on how to accomplish large-scale, cross-functional data center consolidation projects. The project will be accomplished by effectively blending these two bodies of knowledge.

Next Meeting: Tuesday, Nov. 16, 2004, 3 to 4:30 p.m.
DAS West ~ Conference Room B