

CNIC Steering Committee – Meeting Minutes

Date: November 16, 2004

DAS West in Conference Room B.
3:00 to 4:30 p.m.

Committee members or designee present: Dan Adelman, Curt Amo, Ben Berry, Bill Crowell, Mike Freese, Gary Johnson, John Koreski, Jeff Marecic, Stan McClain, Jill Petersen, Herb Riley, and Baron Rodriguez.

Others present: Peter Byrne, Raelynn Henson, Cheryl Knottingham, Keith Kohan, Mark Matson, and Dean Willard.

John Koreski brought the meeting to order.

1. Review / Approval of Minutes and Action Items

Motion: Stan McClain made a motion to approve the minutes from the Nov. 9, 2004 meeting and Bill Crowell seconded. The motion passed unanimously.

Action Items:

Definition of “affected”

Mike reported that he, Sue Wilson and Cathy Schuh are working on defining the term affected. They are considering several options and when the task is complete the Steering Committee will receive their conclusion for review.

Staffing Model / Function Chart

Someone from HR will be asked to speak to this item.

Ask HRSD for classification analysis

The need for HRSD classification analysis will be addressed by asking that someone representing Human Resources attend the Steering Committee meetings regularly to speak to staffing issues.

2. Chartering Workgroups

Mark Matson distributed the Architecture Design Work Groups Charter for review. The work groups will be led by the CNIC Project Management Office. The groups will recommend architecture and standards for the new data center as well as approaches to consolidation in accordance with the Scope Determination Principles adopted by the Steering Committee. A representative from each work group will present the work completed to the committee and will be able to address questions the committee might have. Ben Berry asked that the work groups provide information to explain how they reached their final recommendations. The PMO will integrate these separate documents into a final report for the Steering Committee to review. Mike Freese stated that the Senior Project Manager will have a key role in choosing who will lead each group. It was confirmed that the CIOs will have the responsibility to appoint staff to the groups. Mark Matson asked the committee to submit names of staff to be assigned to the work groups by Nov. 29, 2004.

Mark Matson explained the first job for the mainframe group will be to decide one mainframe or two. Ben Berry stated that his understanding is that the process would be “lift and place.” Mark Matson reported that a new mainframe for the data center is the proposal at this time. Bill

Crowell expressed his concern of cross platform complications. Bill asked that the work groups clearly address both local and remote management tools.

Curt Amo requested the document be edited to insert an architectural deliverable upfront for each area (some were missing). This would give a high level of what the architecture would look like when completed.

Mike Freese said the document will be edited to state the assumptions and guiding principles at the beginning for clarity of the deliverable expected from each work group.

A discussion followed regarding the schedule portion of the document and a concern with the timeframes listed. The need for both a long- and short-term view was considered. Mike Freese explained that a purely short-term view will make it difficult to know where we are going and could result in missed opportunities in the future. Ben Berry recommended including criteria to show what is current, where the industry is headed and what the cost will be. Curt Amo said the primary focus of the work group should be near-term consolidation.

Peter Byrne expressed concern with the schedule portion of the charter. He suggested extracting dates for now and adding them later. He cited the speed with which technology changes as a factor. Mike Freese stated that the committee can set the direction now which will be a guide to future discussions.

Bill Crowell stated the input from the work groups as to what is “doable” from a technical point of view is vital. This will ensure service to customers is not disrupted.

Jill Petersen asked if the staff assigned to the work groups will be working on the CNIC project full time. Mark Matson stated that for the most part, work will be half time. Network and security work groups may be the most difficult to staff; subgroups will be needed. Ben Berry reminded the group that the agencies will decide which work groups they want representation on. Ben also asked if Mark Matson will serve as task master for the groups to assure adequate staff is assigned. Mark confirmed that he will be overseeing the groups and that the goal for most is to have three to five members. Mike Freese stated that there will also be a project manager assigned to each group.

Summary of changes to be made to the Architecture Design Work Group Charter document:

- Add tasks to define the architecture for each area.
- Add task to discuss remote management.
- Starting point is the current project plan and Accenture recommendations.
- The primary focus for work groups should be the consolidated data center, not the long-term view, however, near-term components must be made with the long-term in mind.

Motion: Bill Crowell made a motion to accept the charter with the above changes and Curt Amo seconded. The motion passed unanimously.

Kickoff Meeting

A kickoff meeting with agency staff is scheduled for Dec. 6, 2004, 1:30 to 3 p.m. in the Employment Auditorium. Ben Berry asked that the agenda include the Project Plan and Work Groups Charter. Ben would like to see a draft agenda for review at the next committee meeting. Bill Crowell suggested making the purpose of this meeting clear, that we are moving forward with this project. Curt Amo would like the committee to discuss “lessons learned” from the

9/15/04 session. The committee agreed to add this as an action item and to clarify staff participation. Peter Byrne suggested having CIOs actively involved in the presentation to show the commitment and ownership for the project.

3. Backfill Strategy

Mike Freese explained that the money described in the Business Case for backfill funding does not exist; it was an estimate of what those costs might be. The Steering Committee needs to define a process to apply for the funds needed and will then need to make this request of the January E Board with a solid means to prove the necessity of the request. When an agency needs to have backfill funding, they will make the request through the PMO.

Bill Crowell would like the committee members to come back in one week with their proposed work group team members that will need to be replaced by backfill and be prepared to give a reason why.

Action: Agenda item to address a framework for the backfill issue.

4. Data Center Director and Senior Project Manager Positions

Data Center Director

Mike Freese reported that the draft PD is in process. When complete, Bill Crowell asked that the finished PD be posted on the CNIC listserv. Mike Freese asked for input as to the process for recruitment and encouraged the members to complete this as quickly as possible.

Senior Project Manager

John Koreski recommended the PD specify the relationship between the Senior Project Manager and the Steering Committee.

Curt Amo brought up the best recruitment method for the Senior Project Manager since it is a job rotation. Ben Berry expressed his view that direct appointment not be used; an open recruitment will set the stage for the recruitments that follow. Stan McClain said that if the open recruitment was posted next week, the position could be decided by the end of November. The position will be posted for one week.

Curt Amo, Dan Adelman and Ben Berry will be on the interview panel for the Senior Project Manager.

5. Committee Structure

The committee agreed to table this discussion until the next meeting.

6. Accenture Report

Stage Zero update

Dean Willard reported the Stage Zero interviews with agencies will be completed this week. Accenture will compile the information to finalize functional areas and prepare a report for the Steering Committee to review. Agencies are struggling with what the service levels will be around particular functions. Dean reminded the members that the next phase will address service levels. If at that point we find errors, we can make adjustments at that time. It is important to set the scope now. Individual systems can be moved in or out of scope as details are worked out and adjustments made. Dean said that the service level agreements will be designed by the Steering Committee and Accenture.

Stan McClain reported the scope interview process with Accenture exceeded his expectations. The process increased Revenue's level of comfort as things were moved into scope.

Bill Crowell asked if the agencies will need to provide a new staff roster based on equipment that is now in scope that was not in before. Dean Willard stated that Accenture is not mapping back to staff in Stage Zero. Dean cautioned the CIOs not to make a firm decision regarding staff until they have determined what is in or out of scope at the conclusion of Stage Zero. Mike Freese said that this step will occur in the second quarter of 2005.

Ben Berry said that what is out of scope must be brought forward for peer review by the Steering Committee. CIOs will need to explain why something is out of scope.

Response to Facility White Paper

Dean Willard reported that after reviewing the facility white paper, Accenture does agree with the conclusion that there is adequate capacity. Some future growth capacity is contingent on new technology and the working groups will be able to determine where it is appropriate to use new technology.

Bill Crowell asked for the committee to have further review of the final drawings for the data center. Keith Kohan reported design drawings are available, however construction drawings are not.

Action: Committee requested the opportunity to review the facility construction drawings.

7. Rumor Control/Roundtable

Mike Freese reported the feedback on addressing rumors via the listserv was positive and encouraged CIOs to continue sharing rumors as they come up so issues can be addressed in a timely manner.

Next Meeting: Tuesday, November 23
3 to 4:30 p.m.
DAS West – Conference Room B