

CNIC Steering Committee – Meeting Minutes

Date: January 11, 2005

The CNIC Steering Committee met at the Labor & Industries Building, Conference Room F.

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

Others present: Raelynn Henson, Cheryl Knottingham, Keith Kohan, Theresa Masse, Mark Mattson and Dean Willard.

John Koreski brought the meeting to order.

1. Review / Approval of Minutes

Motion: The motion was made to approve the minutes from the January 4, 2005 Steering Committee meeting. Ben Berry seconded the motion and it passed unanimously.

Sr. Project Manager Recruitment Update:

Mike Freese reported that the interview panel held an interview this week and hope to have a final decision by the end of the week.

2. Project Overview – Q1:

Dean Willard reported the contract was finalized last week for Phase II. Dean distributed a handout to show the five CNIC technical work groups and the objectives and deliverables each are expected to complete. Dean reported that the work groups desire to better understand the scope and to make sure the agency needs are met. Bill Crowell stated his concern that the work groups not only concentrate on the potential savings but take advantage of the unique opportunity to re-engineer the network with improved security and speed as key objectives. Ben Berry agreed that the job for these work groups is to define the architecture. Dean agreed and stated that implementation would take place in Phase 2.

Curt Amo requested the document be edited to add a timetable of when deliverables are due.

The architecture detail design with an enterprise view will be in Stage 2 and the agency specific architecture will begin in Stage 3.

Dean Willard reported that the work groups are expected to meet about 3 hours weekly. Agendas and schedules will be determined to ensure deliverables are met.

Ben Berry asked for clarification that the Steering Committee will receive *recommendations* from work groups and that final decisions will be made by the Steering Committee. Dean assured the members that this was the intent being communicated to work group members.

3. Work Group Kickoff Discussion/Planning

The committee members agreed that a kickoff event would serve a need in several areas. Some items listed as necessary were:

- Explain the relationship between the Work Groups and the Steering Committee

- Clarify Stage 1 and outline all other stages (detailed view of next three months; high-level view thereafter)
- Address staffing issues
- Explain how the staff can be successful (project structure, roles and relationships)
- Clearly state the message that the work group members are now 'engaged'

Ben Berry suggested that many of the CIO's have a part in the presentation to show unanimity.

Curt Amo expressed his concern with the timeline and that the work groups have a firm understanding of the completion date.

There was discussion about the audience for the kickoff (work group members only or including other IT staff).

Ben Berry referred to his previous request that Mike Freese meet with each agency to address IT staff who may have questions and who are not part of the work groups.

Jeff Marecic suggested that the work groups be introduced as part of the agenda and share the plan for each group. This would immediately bring them in as part of the team and create ownership.

The committee members asked the PMO to work on a draft agenda for the kickoff event to be presented at the next meeting on Jan. 18.

4. Steering Committee Chair

The committee discussed how to proceed in determining the Steering Committee chair. Historically the CIO Council chair became the chair the CNIC Steering Committee. Ben Berry stated he thought it was important to continue sharing the responsibility of the workload among the members.

Motion: Bill Crowell made the motion to use a nomination process to select the committee chair. Dan Adelman seconded and the motion passed unanimously.

Motion: Curt Amo nominated Ben Berry to serve as chair for a term to be determined by the Steering Committee. Dan Adelman seconded and the motion passed unanimously.

5. Additional Discussion/Roundtable/Rumor Control

Stan McClain asked about scheduling the kickoff event. The PMO will find available days/times and poll the members to determine the final time.

Ben Berry asked when the finance committee gets involved with the project. Dean Willard stated the committee is now focused on the cost allocation strategy and the best way to set rates. The PMO will review the recommendations and come back with a strategy to address the issue.

Next Meeting: January 18, 2005