

Meeting Summary



Functional Area: Infrastructure Services

Meeting: Workshop – Re-convening/External System Actors

Date: 04/02/2008

Location: Room 505

Meeting called by: Nancy Saunders

Attendees: Doug Mack, Dave Brown, Mike Farnsworth, Mike DePhillip, Chuck Wandling, Alice Meyre, Nancy Saunders, Cindy Sussan

Session Goal:

To discuss the IS plan to work forward to the Design Forum, and to begin the initial tracks for the two sub-teams (Analyst/PC sub-team and Architect/SME sub-team).

Reference Federal EA Reference Model document, V2.3 :

http://www.whitehouse.gov/omb/egov/documents/FEA_CRM_v23_Final_Oct_2007.pdf

Summary

Nancy laid out the “track plan” for the team’s efforts prior to the Design Forum. There will be four tracks: IS Generally, System Actors, Shared Processes and Seaming. The Infrastructure Services General use cases, External/Internal System Actors, Shared Processes and Seaming activities (both design forum-critical path, and non-critical path) will all follow the course below, with the Analyst Team (BA/SA/PC) doing the upfront analysis and research to enable each of these tracks to be turned over to the Architects/SME team.

Step 1. Analysts/PC:

Each track will be “prepped” by the Analyst/PC sub-team, and passed over to the Architect/SME sub-team. Since the use cases in IS Generally were initiated by IS, and since the Architects/SMEs are the SME resources needed, the Architect/SME sub-team will begin with that track. The Analyst/PC sub-team will begin with the System Actors.

Step 2. Architects/SMEs :

1. Using the Reference Federal EA Reference Model document, V2.3 :
2. Review IS General uses cases, at a high level, as previously identified and defined,
 - review definition, modifying as necessary, at that high level.
 - create new use cases objects to fill gaps (do not go into detail of use case at this point)
3. Group into logical packages based on Federal Service Domains and Service Types in EA (page 48)
4. Prioritization
 - a. Prioritize by Service Type packages
 - b. Identify those in the Design Forum-critical path
 - define ‘Design Forum-critical path’
- 4.5 Determine Workstream dates (for packages to be completed) to give to Nancy for tasks #5 through #8 below.

Step 3: Analyst and Architect sub-teams

5. Develop design forum critical path use cases, utilizing business SMEs as appropriate
 - Make sure the “whys” have been answered; a requirement must exist for each step of the scenario that:
 - touches an outside system
 - requires the implementation of a business rule
 - directs the activity to an alternate flow
 - State the business need

- Propose solution options

6. Document policies, procedures and surface any issues to Nancy (feeds Executive Summary)

7. Document any process improvements and staff impacts, if known.

8. Create document identifying policy issues that need to be resolved, and send to Nancy.

9. Domain Model Review

- Identify use cases added, System Actors, Shared Processes, Requirements
- Review of entire model to see if requirements are complete
- Rewriting of any requirements for clarity, etc.

Step 4. Nancy

10. (Nancy) Incorporate this track's evaluation into an Executive Summary (which will not be submitted until after the Design Forum when all tracks have been completed).

Analyst/PC Team Activities

Nancy, Jamie, Alice and Cindy began by planning their strategies for External System Actor Analysis. Given that the Domain Actors identified may not be completely fleshed out, each will need to be reviewed for proper placement as Actor or System Actor (Internal v. External);for substantive and meaningful definition of business use; and for SME identified to consult with for further information.

We created a diagram, External System Actors – IS in the domain External System Actors package. We moved some actors from External System Actors to Internal System Actors, and created first-pass boundaries for the following categories: Export of Data to Update External Party Records, Update Record, Financial, Unknown, Status Inquiry, Validate ID, Product Distribution. Each system actor was placed in a boundary. Next week we will revisit each boundary and further analyze the system actors.

Architect/SME Team Activities

The team conducted a review of IS General uses cases, at a high level, as previously identified and defined,
-- review definition, modifying as necessary, at that high level.
-- created a few new use cases objects to fill gaps

They identified those use cases in the Design Forum-critical path, those in the non-critical path, and placed some use cases in the parking lot for later review. Then, they mapped the Critical Path use cases to Service Types in the Federal Enterprise Architecture.

The two teams reviewed progress at the end of the day. Both teams will meet for committed sessions each Tuesday 9-12. The Architect/SME sub-team will meet in room 315. The Analyst/PC Team will meet in room 509. On Wednesday, the teams will convene in room 505 for a review/planning (about an hour), and then the Analyst/PC sub-team will retire to 509. For the last ½ hour of the day, the two will meet for a de-brief/planning. Dave Brown and Chuck Wandling will be taking segments of the day on Wednesday to visit the process area BPR sessions, to mentor.

Plans for Next Work Session

Continue with activities started this week.