

Meeting Summary



Functional Area: Infrastructure Services

Meeting: Workshop – Re-convening/External System Actors

Date: 04/09/2008

Location: Room 505

Meeting called by: Nancy Saunders

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

Did Not Attend: Will Burke, Mike Farnsworth, Jamie Habecker, Ron Giddings

Session Goal:

To continue the progress made last session reviewing the IS Generally use cases, and External System actors.

Reference Federal EA Reference Model document, V2.3 :

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

Summary

1. For the first segment of the session, the entire team discussed progress since last week's session. Nancy has added Process Improvement Opportunities and Data Quality & Clarity tracks to the workstream, both in the Design Forum-critical and Design Forum-non-critical tracks. This brings the total number of tracks to 12.

Both sub-teams had work sessions in the interim. The PC/Analyst sub-team continued analysis of the External System Actors identified so far, creating additional ES Actors as needed. The SME sub-team continued analysis of the IS Generally use cases identified so far, determining whether each was Design Forum Critical Path or Non-critical Path, and creating additional use cases as needed.

2. The break-out sessions continued the process, with both teams making good progress.

Analysts/PC: Finished the initial grouping of External System Actors into high-level functions. Will schedule the SSG analysts and SMEs to gather additional information. These tasks will require through the April 23rd session.

Architects/SMEs: Discussed the scope of the DF critical vs. non-critical functionality. Created a fourth category, giving us Design Forum Critical Path (DFCP), Post-Vendor Selection DFCP, Design Forum Non-Critical Path (DFNCP), and Parking Lot.

Continued with tasks in Step 2:

3: Group into logical packages based on Federal Service Domains and Service Types in EA (page 48)

4: Prioritize

a. Prioritize by **Service Type packages**

b. Identify those in the Design Forum-critical path

4.5: Determine Workstream Dates, that is, the duration for creating the use cases in the DFCP.

The Architects have targeted next Weds., 4/16/08 for completion of the steps through 4.5, as described.

3. The two teams reviewed progress at the end of the day. Both teams will meet for committed sessions Tuesday 9-12. The Architect/SME sub-team will meet in room 315. The Analyst/PC Team will meet in room 509.

Plans for Next Work Session

Continue with activities started this week.