

IS Minutes

Functional Area: Infrastructure Services

Meeting: Workshop

Date: May 1, 2008

Number of Subject Matter Experts invited: 8 Number participated: 3

Location: Room 505



Meeting called by: Nancy Saunders

Tuesday

PC/Analysts: Nancy, Jamie, Cindy
SMEs: Chuck, Mike D., Ron, Doug
Absent: Dave (Grants), Mike F., Will, Nick (Canada)

Weds.

Nancy, Jamie, Cindy, Chuck, Mike D., Doug, Gary
Absent: Dave (Grants), Mike F., Will, Nick (Canada), Ron

Thurs.

PC/Analysts: Nancy, Jamie, Cindy

Week's Goal: To continue building the inventory of Use Cases for IS.

Summary

(In addition to Tuesday morning sessions and our all-day Wednesday sessions we will begin meeting for work sessions Thursday mornings. Nancy will secure the conference room in her area. We will now document our meetings with a summary report after the Thursday morning session.)

PC/Analyst sub-team: We continued to gather information for External System Actors (ESAs), and met with FMS Process Area team (Martha and Greg), to further discuss the FMS ESAs. We now have 51 use cases based on ESAs. We have 10 or so ESAs that need some clarification.

Core Team: We continued to build the inventory of use cases for IS Generally. Since the requirements would be primarily Commonwealth Enterprise Technical Architecture (ETA) or Security (SEC), and secondarily mandated by either the Commonwealth of Virginia (COV) or DMV, we added: ETA-COV, ETA-DMV, SEC-COV, SEC-DMV. We will update requirements currently typed with the VITA label. Doug will finish up his security requirements definition for next week.

The SMEs developed a structure in the Domain Model incorporating the domains from the COV ETA document, folding security into it. Our primary statutory accountability is to the Commonwealth of Virginia, so these additions to the model will be a good structure for traceability/accountability.

We discussed the idea of there being requirements in the documents that are not necessarily imposed on DMV, but rather, they are requirements being imposed upon VITA (or the Commonwealth) to which DMV must react, by monitoring their performance. We created a boundary on the diagram to indicate those requirements which we felt came under this category. They bear further review. **Some requirements say, "Commonwealth", some say "VITA", or "Agencies." Who in particular is the "Commonwealth" when named as a responsible actor in a requirement?**

FYI: VITA maintains an **Online Review and Comment Application (ORCA)**, to which we can all subscribe and view documents that VITA is developing. Visit <https://apps.vita.virginia.gov/publicORCA/choosedoc.asp> to set up an account.

We developed an inventory for the Applications Domain, and got a good start on the Enterprise Systems Management Domain. ETA requirements are now driving 32 use cases. These use cases are in addition to the others already identified under IS Generally.

We will need to schedule Biju Bashir a DBA, for the Enterprise Technical Architecture (ETA) Database inventory, and Charlie Sheldon for the Web and Accessibility inventory.

Plans for Next Work Session

Continue to identify use cases from the Commonwealth's ETA Standards Requirements and SME current activities.