

IS Minutes

Functional Area: Infrastructure Services

Meeting: Workshop

Date: May 8, 2008

Number of Subject Matter Experts invited: 12 Number participated: 10

Location: Room 505



Meeting called by: Nancy Saunders

Tuesday

PC/Analysts: Nancy, Jamie, Cindy

SMEs: Chuck, Mike D., Ron, Dave Brown

Absent: Mike F., Will, Nick, Doug

Weds.

Nancy, Jamie, Cindy, Chuck, Mike D., Doug, Ron, Mike F., Will, Ron, Nick, Gary Ham
Biju Bashir (ETA Database Domain SME)

Absent: Dave (sp)
Charlie Sheldon (Accessibility and Web SME -- rescheduled)

Thurs.

PC/Analysts: Nancy, Jamie, Cindy

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

Summary

PC/Analyst sub-team: We began our analysis of the internal system actors, identifying those needing additional information or clarification. We cross-referenced the DMV Application System List (3/2005) to identify additional systems that may need to be counted in our inventory of actors.

Core Team: The SMEs completed the Network and Telecommunications and Platform, identifying 4 use cases related to the AITR role; Mike DePhillip presented the in-progress Integration domain, for which he identified 8 use cases. Mike also fleshed out the Document Imaging Administration module, identifying 2 uses cases.

During the afternoon session we interviewed Biju Bashir for the Enterprise Technical Architecture (ETA) Database inventory, identifying 22 uses cases. Biju will be our resource for fleshing out the applicable use cases and may be tapped as a resource for security. This will ensure that any DMV-specific database administration tasks related to security are covered that Doug may not be aware of.

Doug worked independently to finish up security requirements and use case identification. He will forward it when it's done so that we can have it in the model for next week's Weds. Session. Nick will complete the Information domain for review next week.

Our goal is to complete the initial inventory for next week. At that point we can select several that are required to support other process areas to script. Gary suggested starting with the external actors, or Change Management. Change Management of the system and CM for CSI are two separate things. Judy Vesely will be a resource for the CSI CM piece.

The team discussed that we have reviewed the Commonwealth model that focuses on the "physical" structure, and the Federal model that is more service-oriented (how to expose information), and that ultimately we will be making those COVA domains into DMV domains (as appropriate) and applying them to the process areas. We will concentrate on the Functional aspects before dealing with the Governance (management of the system) aspects, which are more prescriptive.

Plans for Next Week's Session

- Finish the initial identification of use cases for IS, reviewing any domain/area necessary.
- Review progress toward completion of 2 – 4.5 below, preparing documentation:
 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.

5. (Analyst and SME sub-group) 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.