

Meeting Summary
Functional Area: Administer Infrastructure

Meeting: Workshop – Administer Infrastructure

Date: 10/24/2007
Location: Room 505

Meeting called by: Nancy Saunders

Attendees: Chuck Wandling, Mike DePhillip, Will Burke, Jamie Habecker, Cindy Sussan, Nancy Saunders



Session Goals and Objectives:

- Finalize AI statement of purpose for Oversight review.
- Prioritize components for completion, modify workstream
- Develop a suggested timeline for Nancy's workstream, based upon discovery of additional AI components.
- Begin exploration of the CSI Domain Model to determine possible impact to AI Domain objects. Glean additional requirements and/or scenarios from other work group model areas.

Summary

1. The team reviewed a comprehensive statement of purpose that Will and Chuck developed as part of a sub-team effort. After discussion and minor modifications, the team adopted the document and Nancy will ask Tully to present it to the Oversight Committee next week for approval.

Administer Infrastructure Statement of Purpose

- Administer Infrastructure plans, implements, and supports DMV's Technical service delivery layer to support DMV's application business requirements. This technical service layer is comprised of engines, frameworks and other structures needed to process business rules, workflow, correspondence, data management, report generation and system security.
- Administer Infrastructure:
 - provides technical solutions
 - evaluates system performance
 - manages technology
 - manages external partnerships such as VITA
 - defines technical architecture
 - supports implemented solutions
- Administer Infrastructure will coordinate with Business Intelligence and Service Delivery to facilitate the addition of new services during the life cycle of CSI.
- Administer Infrastructure will proactively perform Research and Development to ensure a customer-centric, secure, service-oriented, state-of-the-art and intelligent system.
- The support services of Administer Infrastructure will provide application help desk services, technology support and technical metrics for CSI.
- **Examples of services Administer Infrastructure will provide:**
 - A lifecycle incorporating the LEAN philosophy in an enterprise framework for developing solutions
 - A library of relevant policies, standards and guidelines that apply to providing solutions
 - Enterprise control of configuration management, architecture, security and technology management
 - Monitor and evaluate technical aspects of business partner relationships, e.g. with AAMVA, VA Interactive, VITA

2. **Prioritizing tasks and establishing a timeline** – While AI has scenarios to develop under Security Management, Partnership Management, Technology Management, Technology Support and Solutioning, many of the functions we will develop scenarios for will be in response to other teams' needs. We will conduct a review of the other teams' use cases as they become verified. That review will uncover additional requirements AI must address, along with surfacing expectations for interfaces/engines. We hope to complete Security Management scenarios and then begin to address verified UCs. Tactical planning to support the Design Forum will take place routinely, as issues arise.

Due to the scope and timing of the work AI will need to accomplish, the team has concerns about resourcing. Nancy will speak with Tully regarding resourcing an additional day for the SMEs starting in December. With thousands of use cases to review and work into AI, the bulk of which will come in the spring, the team will need to finish its own scenarios sooner rather than later.

Priority	Time Required	Notes
Review 1 -- Domain, Scenario and Requirements (Verified Use Cases)	ONGOING (as scenarios are verified) 10 sessions	Evaluate impact of UCs on AI, verify security.
Review 2 -- System Actor Analysis and Reconciliation (Interfaces)	ONGOING 10 sessions	Evaluate interfaces for potential impact to AI.
Security Management (Authentication and Authorization, Roles and Credentials)	8 sessions	1 session per month; flexible/mandatory. Preliminary UCs by 12/31; review as UCs become Verified.
Technical Service Layer Engines	5 sessions	Accomplished through Review 1 and 2.
Tactical Planning to Support Design Forum	3 sessions	
Business Partnership Management (AITR, Service Level, Use Agreement)	3 sessions	
Technology Management (Metrics, PS&Gs, Admin. Lifecycle, Analyze Legis. Impacts/Business Requirements, Security Reviews, RFP)	8 sessions	
Process Management	8 sessions	
Technology Support (Upgrades, Maintenance, Monitor Apps)	3 sessions	
Solutioning (Design, develop, QA,, Testing)	TBD	

Plans for Next Workshop

- Review Accounts Payable scenarios
- Begin Security Management scenarios, to include Authentication and Authorization, Roles and Credentials