

Meeting Summary
Functional Area: Administer Infrastructure

Meeting: Workshop – Administer Infrastructure

Date: 12/05/2007
Location: Room 505

Meeting called by: Nancy Saunders



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

Session Goal:

To :

- Document the scenarios for Business Partnership Management
- Create/Maintain Web Content discussion
- Continue review of Domain packages, defining scenarios and requirements

Summary

- The team reviewed the Administer Technical Service Layer Package, reviewing the scenario definitions, and the requirements. We discussed defining processes with terms that would bridge the technical and business sides of the development; and using words that will evoke a positive reaction. For example, “Agency Enterprise Planning” works better than “architecture”.
- Ron Giddings attended to give insight into the scenarios in Business Partnership Management: Assign and Track Requests for VITA Service, Monitor Adherence to Partnership Service Level Agreements, and Manage Use Agreements. We discussed that Manage Use Agreements and Monitor Adherence to Partnership Service Level Agreements would likely be covered under FMS/Contracts (Martha Freeland); Jamie and Cindy will follow up with Martha to verify.
- We began looking at the Security Management package, which includes the 10 security domains and other scenarios. The sub-team (Will, Nick and Mike D.) will meet separately to present for next week:
 - (1) identify additional scenarios that we may have missed in the Business Partnership Management package, and
 - (2) work on the future state of the scenarios in the Security Management package.
- Nancy related that the Portfolio Steering Committee had met, and that they are looking at the current portfolio and the impact of CSI/CSI Design Forum on it. Committee members are realizing the impacts of both the Design Forum and the transition of resources in preparation for the Design Forum.
- Nancy has requested that her staff document the scenarios for processes they currently handle. Delivery will be January 3. The scenarios, specialists and “owners” identified were:
 - Create and Maintain System Tables – Betty Mattice -- Individual Business Areas
 - E-liens – Betty Mattice -- Credentialing
 - Manage Special ID Requests – Gayle Reese -- Credentialing
 - VASAP/Ignition Interlock – Jackie Gardner -- Sanctioning
 - Prepare Ad Hoc Reports Requirements – Nancy Saunders – Business Intelligence
 - Driver Monitoring Oversight – Angela Pipia – Business Intelligence
 - Imposter Records – Gayle Reese - Credentialing

- System tables - procedures in creating and updating – Betty Mattice –Business Intelligence
 - Download of Oracle tables into the Internet, Intranet and Extranet.-Betty Mattice- Business Intelligence
 - Process Daily Requests – Helen Bowles, Angela Pipia -- Business Intelligence
 - Tabled until the entire team can discuss -- Change Management, Process Management, Configuration Management as it pertains to this work stream. We are working on the various processes to make clarify and reduce any possible double meaning that ambiguous descriptions might produce.
- Jamie and Cindy will:
 - Add the Find templates to the application, including the Find Requirements.
 - Add “assign system access by role” to requirements as appropriate
 - Move requirements externally
 - Add “User-configurable” phrasing in requirements as needed.
 - Talk to Martha regarding Use Agreements/Monitoring Adherence to SLAs.
 - Link pre-existing global requirements to applicable AI scenarios.

Plans for Next Work Session

- Review and complete the scenarios for Business Partnership Management
- Begin scenarios for Security Management
- Create/Maintain Web Content discussion