

IS Minutes

Functional Area: Infrastructure Services (IS)

Meeting: Workshop

Date: July 16, 2008

Number of Subject Matter Experts invited: 8 Number participated: 7

Location: Room 505



Meeting called by: Nancy Saunders

Attendees:

Jamie Habecker, Chuck Wandling, Dave Brown (afternoon), Mike DePhillip, Nick Danforth, Will Burke (afternoon), Ron Giddings and Cindy Sussan

Absent: Doug Mack

Session Goals:

- Draft roles and responsibilities of matrixed ITS Developers.
- Review and continue defining activities that need to be accomplished by IS specifically and CSI in general as we approach the end of Phase 2 and the Design Forum.

Summary

- The team decided that Mike and Nick would complete their review of the IS package, and schedule a meeting next week with Nancy, Jamie and Cindy to finalize the cleanup effort. Some work is no longer value-added and can be deleted, while other packages within IS, while not necessary for the model are of value from an IS perspective, and will be backed up (relocated) and deleted from the model.
- We reviewed the draft of Roles and Responsibilities for the Developers who will be matrixing in September, and discussed the additional prerequisites for their success in the Design Forum:
 - Prerequisite
 - Willingness to learn and use object oriented analysis design and programming within the CSI methodology
 - Pre-Design Forum Activities and Tasks
 - Become familiar with object oriented principles and the CSI methodology (and the project and its overall goals)
 - Attend training (Gary intro, Jump Start, etc.)
 - Become familiar with the CSI model (documented business processes, domain models and terms, and requirements)
 - Attend relevant CSI meetings and work sessions
 - Conduct interface analysis (using a process that will be developed and documented by 9/1/08) and incorporate the findings into the CSI model (with CSI analyst guidance)
- We discussed the Interface Analysis worksheet draft Mike D. and Chuck had drafted as part of the analysis process. We will revisit it next week.
- **The IS group identified the following activities for the workstream:**
 - Review IS EA Model for consolidation and deprecation (85% complete)
 - Eliminate use cases and requirements in IS that are not related to Commonwealth PSGs (they would not be critical for the DF).
 - Develop a current technical inventory (VITA and non-VITA) along with components that could be reused (got it, may as well use it, scrap it, etc., such as OnBase, Protobase, Clarity, Oracle) Should also indicate items that are not-in-scope from a VITA perspective.
 - Need to define process, analyze in terms of the ETA (obsolete, acceptable, etc.) and incorporate findings into the model for use in the Design Forum
 - Develop and document a process for gathering and documenting requirements for internal and external interfaces.
 - Need to define the process and incorporate the findings into the model for use in the Design Forum

- Create and distribute a standard checklist to get more info on ESAs (frequency, volume, data elements, etc) and review the Phase 1 CACI interface documentation.
- Review BIS Common Services to evaluate the level of detail in terms of Design Forum needs and define a process for
 - finding potential areas needing a high-level IS Common Service
 - finding opportunities for re-use of functions within the Common Service
 - assisting BIS with definition of meta requirements from a “service bus” perspective (such as security for the service – bake it in)
 - assisting with breaking down the high-level Common Services into smaller Services
 - identifying additional use cases and/or capabilities implied by the Common Services (for instance, “Use Automated Workflow” will require a UC for Design Workflow)
- Develop preliminary universal requirements and capabilities for the IS Common Service that the BIS Common Services can consume.
- Generate new IS requirements for Common Services (derived from the ETA and PSGs) and develop a method/process to establish a link between these new IS requirements and functional use cases and requirements.

Next Steps

- Cindy and Jamie will provide Mike and Tully with the developer information the group developed during the Wednesday a.m. session.
- Mike and Nick will continue work on the interface checklist that will be part of the Interface Analysis process used by the matrixed developers.
- Nick and Mike will organize the deprecated IS use cases for review by Jamie and Cindy.
- Nancy will discuss IS SME versus TSC resourcing to the other CSI processes with Mike and Will.
- Will and Mike F. will continue to work on Phase 2 and Phase 3 CSI tasks and activities for the TSCs/Architects for the Oversight Committee.