DLIS-BA   Jan 18, 2001

MEMORANDUM OF MEETING

SUBJECT: DLA COLLABORATIVE CM MEETING

PURPOSE: A meeting of the DLA Collaborative CM team was held Jan 17 – 18, 2001, to discuss configuration management issues.

ATTENDEES:

Debbie Clark	DLIS-BA
Pete Plassmann	DSCR-ZIP
Suzie Fairley	DSCC
Pamela Barnett	DSCC
Jan Hansens	DSIO-JC (scribe)
Bob Marzzacco	DSCP-OSIS
Erin Jones	DLA-J652
Jerry Chabino	DSIO-M
Cynthia Tillman	DLA-J631
Fred Murphy	DESC-S
Capt. Rick Boyd	HQ J63
Sharon Sandoval	DSIO-UF
Charlie Barondes	DSCC-B
Sue Fox	DLA-J622
Randy Coleman	VRI (BSM)
Debby Zusman	DLA-J631 (Getronics)
Brian Weatherill	EDS-DSCP
Laura Udy	DSIO-U
Margene Lewis	DSIO-U
Rosemary Fulling	DRMS-CP
Dennis Parker	DSIO-JC

SUMMARY OF DISCUSSIONS:

        The meeting was opened with STSC (Software Technology Support Center) giving a presentation on their mission of helping government organizations to buy and build software better. They provide certified CMM people that do assessments at your site for a cost recovery fee. STSC also works with the DLA Software Acquisition CMM Process. Topics covered in the presentation were The Software Crisis, The STSC Mission, STSC Framework for Success, STSC Customers and STSC Advantage. A copy of the presentation is attached.

DSIO-U then gave a demo on Infoman and Endevor tools they use for their mainframe. They explained the development and deployment life cycle. They went through the process of how they use Tivoli Service Desk (Infoman), CA Endevor and Fastlist which they use with Evdevor and their other CM utilities that are unique to DSIO-U. A copy of the overview is attached.

1. Previous Action Items: Ones with no comment are on the agenda for meeting.

    1. List of Tools that Andersen Associates are using.
    2. Correct Name for EIA649
    3. HQ Corporate CCB
    4. BSM Meetings
    5. Add Interface Control to CM Plan
    6. Training sites for CM
    7. URL for CM Page was sent to DLA-J631.
    8. URL's for CMM Acquisition was sent to all sites.
    9. Resource Page for Documents
    10. Resources for CM Staff
    11. Update CM Plan
    12. Change Title of CM Web Page done.
    13. Chart for CCB and Responsibilities
    14. Add Acquisition Process to Plan
    15. CM Staffing and Training

2. CM Tools:

    • Demo Infoman and Endevor Mainframe: See above.

    • Harvest Purchase: All sites have been waiting for the decision on the purchase of HARVEST from HQ. Erin Jones and Deb Clark have been working on this since August. Capt Boyd said that the concern of HQ was if all field sites would agree to use the same software in order to purchase the corporate license. Deb mentioned that the sites had all agreed on using HARVEST and it had been given approval by the IOP earlier. CA has put together a corporate package that will include those sites that already have HARVEST. Erin said the complete package is setting at HQ waiting for signature and that DLIS has agreed to front the money for the purchase. She said that HQ still wanted more information like a BCA even though HARVEST was in the architecture guidelines. Deb mentioned that DSCC had put together a BCA or so she thought for HARVEST. Suzie will check on it when she returns to Columbus.

- Erin mentioned that the prices have been changing and the GSA schedule will change again Jan 30th, she would like to beat the price changes.
- It was mentioned that BSM also plans on using HARVEST for their requirements and documentation. Their concern is if they can be rolled into the corporate license or if Andersen now Accenture will have to get with CA. BSM needs it by March to meet their schedule.
- Capt Boyd left the room came back with the announcement that if DLIS wanted to front the corporate license then J63 approves it, so get the paper work moving.
- There was some concern about having CM processes established for HARVEST and management support regarding CM policies and procedures. After further discussion Capt Boyd said that he will meet with Ms Arnett to see about setting up an assessment team to be sure that policies and procedures are followed at the field activities.
- As soon as the contract with CA is awarded then Deb will send out the HARVEST implementation schedule to the sites.

- **DOORS Status:** DSCC is using it for an IA project. They did a study on it and had presented it earlier to the team. They were wondering if any other sites were interested in using DOORS in order to purchase as a corporate license. No other site was interested so it has been dropped.

- **Andersen (Accenture) Consulting Tool Recommendations:** Randy reported negotiations are on going. The Blue Print is now with Accenture. This represents the technical and functional baseline that is expected to be in place the first week of April.

  - BSM is made up of SAP, a COTS package called Manugistics for advanced planning and scheduling and SBS which is PD2 based. Manugistics has no internal CM processes but it is configurable. SAP is the core process of BSM and has its own unique CM processes. CCC HARVEST has recently developed a model to support SAP implementation. In the analysis going on right now there may be some legacy system type processes that will have to be recaptured, remanufactured or repurchased to support BSM to give it a complete support of functionality.
  - Accenture has developed an environment for their ERP implementation. It's called MDM (Method Delivery Manager). MDM controls all their key performance indicators, lessons learned, process models and best commercial practices that are being implemented to support BSM.

o DLA is not procuring the MDM process. It is only taking delivery of the contents of MDM. MDM will be used in place of the SAP development environment called SAP to implement SAP.

o Basically Assenture has been contracted to develop and deliver BSM, provide training, put it out there, and deliver documentation that is not well defined and support it. DLA has the requirements to deal with and the oversight associated with those that deal with the performance metrics and the link up to balance all those efforts.

3. Air Force's Software Technology Support Center (STSC): See above.

4. DLA CM Projects:

- Charter Status and Expectations: HQ wanted to make DLIS the permanent chair but DLIS said no. It was started as a co-chair team so DSCR could stay on as a co-chair. The charter has been signed. A copy will be posted on the Collaborative CM web.

- McDiD Workshop: Deb Clark asked Suzie Fairley to talk about McDiD. Suzie said it is for sites to get their certifications and accreditations. They have developed a final checklist and are putting it under CM and version control and will make updates to it quarterly.

  o Capt Boyd wanted to know what was the purpose of McDiD. Suzie said it contains three checklists the DLA Certification list, the minimal security list from the DITCAPS and the Joint Chiefs of Staff Information Assurance list. The group took these and eliminated any redundancies and rated them C1 (best) through C4 (worst). There is one for the network and one for systems. This one deals with the bulk of the CM questions. The goal was to combine all reports and requirements into one list for the certification and accreditation package in order to get one assessment.

  o The group was given a tool POAM (Program Plan of Action and Milestones) that had controls to check off from 1 to 4. After checking off the controls you run a report and it tells you your risk. You then develop a time line to alleviate the risk. It also helps build the SSAA (System Security Accreditation Authorization) for either your site, infrastructure or system certification. Capt Boyd wanted to know if this was for every system. Deb said it was for site accreditation and also for a system accreditation for mission critical. Deb developed a cover letter so when Admiral Archer does the accreditation he will see a letter for the separate functions. The package contains the cover letter the final check list and the last two pages for the actual controls that are in the DITCAPS

process these were distributed to the group. A copy of the POAM will be sent with the minutes.

- DLA Process Improvement: Clarence McNeil put together a team and did an assessment of four systems for process improvement to see how DLA rated. The systems were FLIS and DSS both in production, CRS that is under development and BSM. Debby has seen the report and basically DLA rated pretty well.

- Building in the Acquisition CMM: Since DLA is going more into the acquisition of software rather than building software, DLIS decided it would be a good idea to take parts of the Acquisition CMM and put it into the DLIS Corporate CM Plan. Deb Clark thought maybe the group should address it in the DLA Collaborative CM Plan too. Capt Boyd thought it would make sense to have a minimal level of what you need to do for procuring software services incorporated into the DLA Collaborative CM Plan. The group discussed it further and decided to review the Acquisition CMM and see how CM is impacted and discuss at the next meeting.

- IOP Status: Capt Boyd said the charter is done and the next meeting is Jan 23 at HQ. They will be looking at the reorganization of J632, which supports the field activities. He wants the field activities input as to how to restructure the division to better support them. Since DLA is moving to a more centralized operation it makes more sense for his organization to align to the field activities than them to his organization. Someone asked how to get to the IOP minutes. Debby will find out and send the info to DSIO-J and it will be attached to the minutes.

- BSM Effort: See above. The BSM web site is out there and it's updated each Friday. Sue Fox was asked who was in charge of writing the CM plan for DLA with regard to BSM. She said that Randy is the lucky person. It was asked if the landscape for SAP had been agreed upon and Randy thought it had been since it is the core for BSM.

- IDE Effort: The Gartner group is conducting a survey at different sites. Their purpose is to recommend an optimum solution for IDE (Integrated Data Environment) to improve data access. For FLIS they talked to the functional personnel to get a business view of what the data does. They talked to the technical side to get an idea of what the architecture and infrastructure looked like. They talked to the data owners to get an idea how the FLIS data is used, structured, the customer base and how it was stored. The CM personnel, security and testing experts were also interviewed.

  o Capt Boyd said that IDE is on a fast track and that he has been tasked to buy all of the equipment for IDE this year. This is part of

phase 1 of the CDC (Central Data Center), which is being briefed today. Phase 1 through phase 3 is the move to centralize mid-tier management and mid-tier operations. There are 17 applications that are corporate in nature that could be moved over a period of time to the CDC.

- Corporate CCB Status: Basically this hasn't gone any further than the talk at the last meeting.

5. Portfolio Management Group: Paul was going to report back to the group. He is no longer with the group. This will be deferred until the next meeting. Capt Boyd said that this is now back under Ms DeVincentis.

6. Training:

- CM Certification: At the last meeting this was mentioned and questioned if the group should look at this and present to the IOP that DLA should start looking to have the CM group certified. There has never been a requirement for anyone to be certified for CM.

  o Capt Boyd said he noticed that nothing was mentioned in the Corporate CM Plan about CM certification. He was wondering who and what determines what baseline qualifications are required.
  o It was mentioned that some of the classes for certification were not worth the money. It might be better to set up a training program instead of the certification classes.
  o After further discussion it was decided for the group to come up with ideas of what is needed for certification and what classes would answer those needs. Then the group could present that to the IOP. The sites will send their suggestions to DSIO-J to be sent out together.
  o Capt Boyd suggested that at the next meeting let everybody know what is needed then put the data call out to have the training classes submitted. He also suggested that once the courses are decided on to attach the list to the Corporate CM Plan to use as a check off list for all of the CM managers.
  o There was a question if this should be coordinated with Clarence Mc Neil since he is trying to implement CMM. It was suggested to inform him of what the group is planning.

- HARVEST Training: This is part of the package from CA. They come to your site the first few days to set up your environment then they go through a two-week training period. One session is for the CM personnel on how to use, set up, and administer the tool. The other session is for the

developers. They also give you CD ROMs for continuing training. There is a two-year period to use all of the training hours a total of 204 per site.

- o Since this has been approved as soon as everything is settled, Erin will let everyone know the details of the contract. As previously mentioned Deb Clark has the site installation and she will put BSM at the top. Those sites that already have HARVEST will be last.
- o Capt Boyd suggested that each site send Deb an e-mail to let her know the best time to have HARVEST implemented at their site. Erin said that if they could get the corporate license by April 1st, then everybody needs to look at their time line of when in the next two years they could get it implemented at their site.
- o It was asked if there was going to be a technical meeting with CA to discuss what they needed for each system. Deb said they could contact CA or she could have CA contact them. Deb already has all of the information like system capacity, etc that is needed for HARVEST.
- o A question was asked what happens if it's time for your site to get the tool implemented and you don't have the processes ready due to problems beyond your control. Capt Boyd said that he will get a letter sent out to the Deputies and Field Commanders that there will be process changes within your organization and to accommodate these so that we can have a standardized CM process across the board.

- Position Descriptions: There was an interest in the PD's that DLIS has for CM. HROC has a web site that contains all of the PDs listed. Deb Clark will send the PD numbers to DSIO-J so that they can be sent out with the minutes and the URL for HROC.

7. CM Plans:

- Changes in Corporate: The most recent version of the DLA Collaborative CM Plan is 1.6 dated, Dec 15, 2000. DLIS will have the new version on the web next week. One outstanding issue is the interfacing of applications. IA suggested that it would be good to address how we do CM control over the interfaces. Security wants it to be explicit the way it is stated regarding the interfaces so the change has to be added.

- o The CM Corporate Plan has been changed so many times due to changes in DLA. Erin sent Deb the HQ Corporate plan so that she could check the flow between the two of them.
- o There was further discussion. It was asked if the reference for EIA649 was in the plan it was not so Debby will send the reference to DSIO-J. Someone questioned if they should also add infrastructure and COTS to the plan. It was decided that Capt

Boyd would look the plan over and make changes as he decides and send it back to Deb for update.

- CM for other than Software: This was basically discussed in the previous item.

- PLFA CM Plan: Most of the sites have been working on their plans some are done. It was suggested again that the sites should put them on their web sites so they could be viewed.

8. Open Discussion:

- DSIO-M asked if anyone was doing CM on Web based applications. DLIS and DSCR have information on this they will send it to DSIO-J. DSIO-U also requested any information they might have. It was mentioned that DRMS does a lot of Web applications and they might want to share. A suggestion was made to have a presentation at the next meeting.
- It was asked if there could be a HARVEST planning meeting once the contract is completed. It would also be good to share the lessons learned from the sites that already have HARVEST. Capt Boyd suggested doing a one-day with CA and the lessons learned maybe in Richmond since that would be close for CA. It was suggested to group the lessons learned together and get them out ahead of time. The sites are to send them to DSIO-J.

OPEN ACTIONS ITEMS/Updates Included:

1. Send copies of both presentations – Send to DSIO-JC – DSIO-U – Jan 27, 2001.
2. Reference Name for EIA649 – Send to DSIO-JC- DLA-J631 – Jan 27, 2001.
3. Assessment Team – Update Next Meeting – DLA-J63 – April 2001.
4. BCA for HARVEST – Send to DSIO-J – DSCC – Jan 31,2001.
5. DLA CM Charter - Post on Web – DLIS – Jan 31,2001
6. Acquisition CMM – Review for Next Meeting – All Sites – April 2001
7. URL for HROC and PDs – Send to all Sites – DSIO-JC – Jan 31, 2001
8. HARVEST Schedule – Send to all Sites– DLIS – After HARVEST Contract.
9. IOP Minutes – Send to DSIO-J – HQ-J631 –Jan 27,2001.
10. POAM Tool – Send to all Sites – DSIO-J – Jan. 31, 2001.
11. CM Training – Send to DSIO-JC – All Sites – Feb 15,2001.

12. Letter to J6 Organization –All Sites – Capt Boyd – After HARVEST Contract.
13. CM for WEB – Send to DSIO-JC – DLIS, DSCR – Jan 31,2001.
14. Demo for Web CM – Next Meeting – DLIS, DSCR – April 2001.
15. HARVEST Lessons Learned – Send to DSIO-JC – All Sites – Feb 15, 2001.
16. HARVEST Tech Meeting – Richmond - All Sites – After HARVEST Contract.
17. Copy of HARVEST Contract – Send to all Sites – J652 – After HARVEST Contract.
18. Integration of SA with CMM – Meet with McNeil - HQ-J631 – April 2001.

The next meeting is scheduled at DRMS for two days in April 2001, in Battle Creek, MI. Further info will be coming.

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Deborah K. Clark (s)   DATE
DLIS CMB Chair signature

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Pete Plassmann (s)   DATE
DSCR CMB Chair signature