

April 3-4, 2002

MEMORANDUM OF MEETING

SUBJECT: DLA COLLABORATIVE CM MEETING

PURPOSE: A meeting of the DLA Collaborative CM team was held April 3-4, 2002, to discuss configuration management issues.

ATTENDEES :

Debbie Clark	DLIS-T
Eric Taylor	DSCR-ZIC
Jan Hansens	DSIO-JC (scribe)
Deborah Jones	DSCP-OSCM
Capt. Rick Boyd	HQ J63
Debby Zusman	J631 (Getronics)
Rosemary Fulling	DRMS-CP
Bruce Gaff	J643
Lynda Martin	J631
Kate Cornter-Wentz	DDC-J6
Sue Fox	J622-BSM
Suzie Fairley	DSCC-BEA
Erin Jones	DISOC-CIC
Edna Heitzman	DSIO-M-BSM
Lance Harvey	J622-BSM (Altarum)
Jerry McMillan	DSCR-ZIC
Sharon Westenskow	DSIO-U
Roy Gibson	DSIO-U
Val Langham	J63
Wendell Wilson	BSM
Karen Graham	DRMS-CP
Stan Rynex	CA
Dan Long	CA
Pamela Nsenkyire	CA
David Gee	CA
Matthew Egan	CA

SUMMARY OF DISCUSSIONS:

1. Previous Action Items:

1. HARVEST Presentation was sent to all sites.

2. SA-CMM Brief was sent to all sites.
3. DLA Collaborative CM Plan was sent to Capt Boyd.
4. Input for Appendix F is on this agenda.
5. Input for CM Policy is on this agenda.
6. List for CM classes is on this agenda.
7. CM Web Site is on this agenda.

2. HARVEST:

- CA representatives were at the meeting to let the group know that there are five sites yet that need to sign up for training for the Rapid Learning Package. They need to get in touch with Vickie Bush the training coordinator and get their dates set. DDC said they would be taking their training after June 1st, DSCR around July 22nd, DSCP was not yet sure when they would be ready, there were no representatives from DAASC or DESC at this meeting. It was stressed again to let the other sites know if anyone has any open slots when they do have their training.
- There was concern of having the most current install instructions. David will get with Vickie on this issue to get it resolved. It was mentioned that DLIS and DRMS could do a lessons learned document for going from AIX to UNIX environment. A list of the POCs for the administrators of HARVEST and UNIX will be sent to the team for further assistance.
- There was a question on what happens once everyone gets HARVEST up and running and then there are new releases. How do you keep all the sites at the same release for further assistance? Debbie said that it would have to be controlled in some way. Someone asked if there was a list for all POCs for HARVEST from each site. Erin has a list and she will send it out to be updated. Erin wanted to know how each site was doing as far as the installation of HARVEST.
 - DLIS: Converted from AIX to UNIX on HARVEST V5.02 still testing backup and recovery plan to convert all April 15th.
 - DSCR: Running V4.12 Client on 2000 Desktop plans to convert to V5.02 during training in July.
 - DDC: June 1st will install HARVEST and then get their training.
 - DESC: No representative at meeting.
 - DSIO-M: Training is done and using V5.02.
 - HQITS: On V5.02 had some problems worked through them. Had a problem with Open-Make which is now corrected.
 - DRMS: Converted from AIX to UNIX using V5.02 for two applications plan to load the rest of their applications.

- DSCC: Had training but problems installing for UNIX. Erin suggested to get on-site support and to use the POCs from the other sites.
 - DSCP: Not installed management has not yet accepted CM this has been an ongoing problem. Capt Boyd will take an action to get with DSCP management. DLIS will offer to go to DSCP again to assist.
 - BSM: Using V5.02 to capture anything developed outside of SAP and DB2. Also using it for documentation.
 - DAASC: No representative at meeting.
 - DSIO-U: Have NT converted from V4.0 to V5.02 had problems worked through them its working great. Put together a lessons learned document it is attached.
- It was stressed to the sites still waiting for training to model one of their own applications in the session it makes it much easier for use and understanding.
 - A question was asked about security problems due to firewalls and FTP of sensitive code. Capt Boyd said there are plans to come up with a centrally managed firewall agency wide. It was suggested that maybe a representative from the Certification team (DSIO-C) should be invited to a meeting to discuss any issues that are of concern.
 - There was a question on what tool was used for hardware. Debbie mentioned that DLIS is prototyping UniCenter for the agency and if it goes well it would be a buy. It helps monitor and control the network. They are also prototyping E-Trust with which you need UniCenter to use E-Trust.
 - A question came up about the maintenance of HARVEST. If you only utilize parts of it are you charged for the whole package? Erin said the contract was for five years whether you utilize the whole package or not. She said that Sandra King is trying to set up a corporate contract with CA for all different kinds of products where you pay for only the products that you use. Debra (Philly) asked if you could tell your contractors that they had to deliver their projects with the ability to be loaded in HARVEST. Debbie said you couldn't tell them that they had to use HARVEST but they would have to use a CM tool. Debbie will send Debra the SOW template for contractors.
 - CA then gave a brief on AllFusion Life Cycle Management Portal a suite of tools for data and business Process Modeling, Change and Configuration Management and Process and Project Management this

would be great for SPI and CMM. HARVEST is the backbone of the tool. Brief is attached.

3. CM Certification Program and Training (Draft):

- Rosemary and Charlie put together a guideline to follow leading to a certification process combination of requirements for IT Configuration Management and IT Acquisition Configuration Management. Purpose to describe the certification and all requirements beneficial to everyone. Objective to have trained configuration managers. The team went over the draft and it was suggested to blend the two CM options together and use the acquisition courses as electives. There should be coordination with the union and human resources. Options to bring instructors on site for lower cost or take courses if offered locally. After certification you would need a refreshers course to be recertified every two or three years.
- Someone asked what happened to the CM class given by STSC at Hill where it is free to DoD employees. Sharon had checked on this earlier the classes are only offered once a year and they are always full. STSC said that in order to get the CM group in for a class they would have to charge a small fee. It was mentioned that STSC would probably be cheaper than most classes. It was suggested to see about getting the class in conjunction with the next CM meeting in Ogden. Sharon will check to see what STSC wants to charge and she will let Capt Boyd know and he will check with HQ to see about them funding the class.
- It was suggested that the draft be presented to the IOP. It was mentioned that the IOP is already aware of the draft and the feedback is good. The next IOP is May 1st; Rosemary and Debbie will finalize the presentation. Capt Boyd will add the presentation for the draft to the IOP's agenda. Rosemary will send the final to Jan to send to Bette Hill to make it available for the IOP representatives.
- Someone asked if DLA uses CM. It is getting more recognition. Capt Boyd said that the DLA Collaborative CM group was one of the few really good working groups that the IOP had ever chartered because the group is getting results. The IOP mentions the CM group with briefings to Mae and Ted Case.

4. DITCAPS Visibility in Collaborative CM Plan:

- The group has been tasked by Becky Perry to add visibility of the DITCAPS process to the Collaborative CM Plan. The reason being the GISRA a DoD spreadsheet, which is IA, related has had two new

columns added to it one for CM related and one for a CM plan for each system. In the CM plan there is a diagram of the CM process with IA written above. We need to document in the plan where the DITCAPS process and the CM process meet at each point. That way all requirements for DITSCAPS and CM are met at the same time. Debbie said the group could take time and do it together or someone could take it as a tasking. Debby said that she would take the tasking and will send the draft to Debbie and Jan by April 15th and then coordinate the final the following week.

5. Review CIO Policy Letter/AIS Change Package:

- Val had sent this to the group to review in order to discuss any issues or concerns. It had been issued prior to the re-organization. It was mentioned that the One Book and the policy has conflicts in the wording and how release management should be done. There was further discussion and it was decided that Bruce and Val would work together on the Release Management Policy. They would try and send a draft to Jan by April 15th to be sent to the group.

6. CMMI Something to Think About:

- CMMI is an Integrated Capability Maturity Model, incorporating two or more individual models. The models that have been integrated so far are Software, Systems Engineering, Integrated Process and Product Development and Supplier Sourcing. There are two choices continuous which focuses more on specific key process areas that is important to the user or staged one that we are all familiar with a progressive implementation. Debby went through the Integrated Product and Process Development, Supplier Sourcing, Specific Goals and General Goals for CM. Bruce mentioned that the policy for the agency would probably be continuous. The brief is attached.

7. DLA Corporate Initiatives:

- Capt Boyd talked about some of the initiatives that have been briefed to the IOP chiefs:
 - Active Directory – E-mail change across the agency firstname.lastname@dla.mil (will use middle initial if needed).
 - Asset Management – Gardner assisted in selecting an asset manager. Perigrine was chosen as the tool of choice allowing the activities that have their own asset manager to retain it as long a it

feeds into the Perigrine network tool. A service will be contracted to come in and institute Asset Management for the agency.

- Global E-Mail – The exchange servers are going away and everything is migrated to a primary site with a secondary backup. It is under discussion if the agency will do the migration service or if it will be contracted to some service.
- EDC – (Enterprise Data Center) after BSM is implemented the remaining applications being run will migrate over to an Enterprise Data Center or centralized mid-tier server farm. Negotiations are going on at HQ deciding on who is going to run it.
- Centralized Web Server – DLA has identified 28 critical web applications. Still up for discussion where the centralized site will be, the original intent was for all web sites to go to a secure vault type operation run by a commercial company. DISA has volunteered to host the effort no decision has been made.
- Centralized Desk Top – Procurement currently writing a request for a quote to IBM, DELL and HP requesting a standard desktop and lap top solution. It would be a web enabled ordering system customized to your activity. Still have to present to the IOP hopefully sometime in FY03.
- Records Management System – Agency wide probably a year or so out but to track all paper products, etc.
- DRC Coop – This will probably go away when BSM is implemented. Then when the EDC stands up and the last application is migrated the VPC contract at that time will terminate. BSM will then migrate over to the EDC and the VPC then becomes the back up of the DRC to the EDC. Discussion is still on going on who will host the EDC.
- Telecommute – (Telework) this has been signed organizations have to identify their telework coordinators by April 10th and the eligible positions by May 15th.

8. Appendix F (CM for COTS):

- This is an appendix to the DLA Collaborative CM Plan for COTS Software. There was a question why no IA or CM acceptance mentioned this could raise concern. It was mentioned that all COTS are tested but audit and test reports are not created but all SSAA requirements are met. Appendix needs more clarification between software and COTS. After further discussion Debby said she would review and make changes. She will send the draft to Jan to be sent to the group.

9. Input for CM Policy:

- Val wanted to let the group know what was going on. The DLA4730.3 directive is under revision. She is waiting to get a draft of the CM Policy

from HQ that Sandra King had worked on so that it can be updated. She has been tasked to review the processes and requirements for CM across the agency. She reviewed the DLA One Book and has found some areas that she does not agree with. Regarding the DLA Collaborative CM Plan she feels that it should address more than just software CM. After further discussion it was decided that Debbie would send the Collaborative CM Plan to Val and Val will send the HQ CM Policy to Debbie for review.

- It was asked if Asset Management would handle the hardware side of CM. Capt Boyd said it would give the visibility of both hardware and software. It was mentioned that it might be a good ideal to get a Collaborative CCB enterprise wide for software, hardware and telecommunications. That way all sites could work as an enterprise group instead of individually. It was asked if there could be a team for standardized hardware. Capt Boyd said it might be to late with the way things are progressing. After further discussion Capt Boyd said he would go back and discuss it with Larry Wilson.

10. DLA Collaborative CM Page:

- There has been a problem accessing the CM Page reason is that some of the web servers have not moved into the DMZ yet. Also some of the IP addresses still need to be changed this should be done shortly. Debbie will let the group know when it is available.

11. Other Items:

- It was mentioned that Mae had signed the SPI Policy and she wants all managers to get training this May and June for SA-CMM and CMMI in DLA.

12. Wrap Up:

OPEN ACTIONS ITEMS:

1. List of POCs for HARVEST-sent to Jan- Erin Jones
2. POCs for HARVEST and UNIX -send to all sites – Jan
3. DLA Collaborative CM Plan -send to Val – Debbie (DLIS)
4. Draft of CM Policy – send to Debbie (DLIS) and Jan - Val
5. Appendix F for CM Plan – Debby (J631)
6. Draft for Release Management Policy- April 15 to Jan – Val and Bruce
7. Brief for CM Certification Pgm and Training – April 26 to Ms Hill - Jan
8. Brief for CM Certification Pgm and Training – Present to IOP May 1 – Rosemary and Debbie (DLIS)

9. Draft of Visibility of DITCAPS in CM Plan – April 15 to Debbie (DLIS) and Jan – Debby (J631)
10. Coordinate final DITCAPS in CM Plan – April 22 to Debbie (DLIS) and Jan – Debby (J631)
11. Management Support for CM and HARVEST in Philly- Capt Boyd
12. CM Assistance for Philly – Debbie (DLIS)- date not established
13. CM Class at Hill for DLA CM Members – Sept 2002 –Sharon
14. Financial Support from HQ for CM Class at Hill – Capt Boyd
15. SOW Template- send to Debra (Philly)- Debbie (DLIS)
16. One Book Procedure- send to Jan- Val
17. Organize Team for Standardized Hardware- Capt Boyd

The next meeting is scheduled for Sept. 2001, at DSIO-U in Ogden. Further info will be coming.

Deborah K. Clark (s)
DLIS CMB Chair signature

DATE

Eric Q. Taylor (s)
DSCR CMB Chair signature

DATE