MEMORANDUM OF MEETING

SUBJECT: DLA COLLABORATIVE CM MEETING

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

ATTENDEES:

Debbie Clark	DLIS-BA
Pete Plassmann	DSCR-ZIP
Jan Hansens	DSIO-JC (scribe)
Bob Marzzacco	DSCP-OSIS
Jerry Chabino	DSIO-M
Capt. Rick Boyd	HQ J63
Sharon Sandoval	DSIO-UF
Charlie Barondes	DSCC-B
Debra Zusman	DLA-J631 (Getronics)
Rosemary Fulling	DRMS-CP
Bruce Gaff	DLA-J643
Lynda Martin	DLA-J631
Katy Cornter-Wentz	DDC
Karen O'Rourke	DRMS
Karen Graham	DRMS
Jerry Cook	DRMS-CP
Paul Mank	DRMS-C

SUMMARY OF DISCUSSIONS:

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

    1. Presentations from STSC and the demo on Infoman and Endeavor were sent with CM minutes.
    2. Reference Name for EIA649 was sent to DLIS.
    3. Assessment Team
    4. BCA for HARVEST DSCC sent the response to DLIS.
    5. DLA CM Charter was posted on Web.
    6. Acquisition CMM.
    7. URL for HROC and DLIS PD's were sent with CM minutes.

8. HARVEST Schedule.
9. IOP minutes were sent with CM minutes.
10. CM Training was sent to all CM members.
11. Letter to J6 organizations after HARVEST contract was sent.
12. CM for Web.
13. Demo for Web CM.
14. HARVEST lessons learned were sent to CM members.
15. HARVEST Tech meeting.
16. Copy of HARVEST contract sent to CM members.
17. Integration of SA with CMM.

2. HARVEST:

- HARVEST Implementation Schedule: The training schedule for
  HARVEST needs to be decided on so that it can be coordinated with CA.
  The BSM folk are in training this week maybe they can send us info on
  how it went and if there were any problems encountered. DSIO-U has
  requested May 14 – 25. CA representative Vicky Bush has already
  contacted Sharon and things look pretty good. Sharon had some concerns
  of having two different instructors after reading the lessons learned. She
  discussed this with Vicky and she will see about getting Trey White if so
  the dates might change to May 7 – 18. It was asked if a team came to the
  site or just one person. DLIS only had one DSIO-M had two the main
  concern is that the instructor is knowledgeable in Oracle since the
  repository is an Oracle database.

    o Debbie asked Sharon if she might have any open slots for training
      for people from other sites. Sharon will send an e-mail to DSIO-
      JC if she does. This was extended to the other sites also if any site
      has extra slots please pass them on.
    o Debbie has all of the software for HARVEST and will FedEx it to
      the sites. It was asked if the option of changing some of the CD's
      for CBT's was still open. Debbie said she believed it still was she
      has received 10 CD's for each site. It was asked what were the
      CBT's and Debbie said that they walk you through the process step
      by step and then give you a test. All sites will receive these.
    o It was asked if there was a window for the HARVEST training.
      There is a two-year window from the time the contract was signed
      which was March 1st. Jerry and Debbie said they would probably
      wait toward the end since they were already up and running. This
      way the other sites could get set up and their people trained. Pete
      will coordinate with his boss when their time frame for training
      will be since they also have the basic HARVEST. It was asked
      how long the training lasts. It is for two weeks one week for the

general users and one for system administrators. CA helps you set up your first repository for your life cycle.

- o Some one asked if CA could send out a syllabus to each site before the training so the sites could be prepared. Debbie will find out. It was suggested to put a list of POC's together from DLIS, DSIO-M and DSCR folk who have already went through this process so that they could be contacted for questions. The list will be sent with the minutes.
- o Debbie asked all sites to decide on their dates for training for coordination with CA. Send an e-mail with the dates requested and also the platforms that they are running to DSIO-JC.
- o It was asked if the sites could get a copy of the HARVEST contract to make sure that they all receive what they are suppose to. Debbie will contact Erin to see what she can distribute.

- Harvest Lessons Learned: It was asked if everyone read the lessons learned that were sent. It was suggested that each site document these as the implementation for HARVEST proceeds. They are very helpful.

- HARVEST Tech Meeting: Debbie wanted to know if the sites were still interested in having one even though everyone wasn't trained yet. Meeting would be to explain the platform requirements and all that type of information. It was suggested to put together a list of technical personnel for POCs and let them know they would be available for questions. DLIS, DSCR, and DSIO-M will put the list together to be sent with the minutes.

- Questions on Reimbursement for HARVEST: Rosemary wanted to know how this was being handled she said there was an e-mail on what the sites were to pay. Capt. Boyd said that their budget person just needed a copy of that e-mail and then sends a miper to DLIS. Debbie will send the name of the POC for DLIS to the sites. The reimbursements are not for the software itself but for the training and maintenance portion. Capt. Boyd said that he would take an action item to see that maintenance for the out years to be handled as a corporate license by HQ. Since the software was a corporate license the maintenance should be at the same level.

3. Acquisition CMM: Debbie asked if anyone had a chance to look over the Acquisition CMM material. Debra (J631) mentioned that Clarence McNeil and a group are working on it but they were not making much progress. Debbie said that she has been tasked by DLIS to work the acquisition process into their CM process to make it visible. Since they are contracting out more and buying more COTS packages.

- It was suggested that the group put together a model and exercise the CM portion of the model. But every organization would be different because

some of them still do their own coding. Debbie said that her and Capt. Boyd had been updating the Collaborative CM plan and she would make sure the latest version was on the web. She also mentioned that the acquisition process needs to be added to the Collaborative CM plan. Debra and Linda have been working on two appendices for the DLA Collaborative CM plan one for SA-CMM and one for Infrastructure. Debra will post these on their web and send the URL to DSIO-JC to be sent with the minutes. They would appreciate any suggestions from the group they can be sent to Debra.

- There is a class on Acquisition CMM it gives the same type of structure that's in the software development area. It tells you certain points you need to address at certain stages, but it leaves it up to you to build your life cycle. Debbie will send the info for the class to DSIO-JC to be sent with the minutes.

4. Portfolio Management: There was no one from that area attending. Rosemary mentioned that their representative said there were really no changes. The next meeting will be the first part of May for the group.

5. DLA Process Improvement: This was one of Clarence McNeil's projects. Debra mentioned that Clarence thought that Debbie was working on the CM part for software development. Debbie said she has not talked to Clarence since the exercise. She will contact him to get clarification of who is working on the CMM and the SA-CMM.

6. CM for Web: DRMS has a contractor that does their development and version control. They are on a Unisys platform and all of their projects follow all procedures thru testing. They work closely with their contractors and it's all controlled very tightly. It was asked how they track the versions on the web. Rosemary said she would have to ask their Web Master on how that was done. Debbie asked if DRMS security personnel reviewed the work for content prior to implementation while in process of testing. She said not in all cases but IA is getting more involved, they do review all requirement packages before they are sent to developer. It was suggested that security should see the package after requirements and before implementation.

  - DLIS has the developer use a global task order for web development. They develop the specific requirements to that task order and several of these can be rolled into a version by using their migration form. Security has to sign off the migration form they make the decision if they want to test the content or just review the page. Debbie will send the migration form to DSIO-JC to be sent with the minutes. DLIS also uses a tool and the tool most likely determines the version.
  - Debra said that there is a new book out on how to track versions on the web, she will e-mail the name to DSIO-JC.

- It was mentioned that with the variety of editors out for web pages it would probably vary some on how the version was done by the editor. There is probably no standard and if you try to specify a standard it would lock people out of or into a particular tool for developing and publishing their web pages. It was mentioned that there has been discussion of getting some web control but no details as of it. Capt. Boyd said that the HQ web has been moved under J64 and that Admiral Archer is looking at a central development for web activities.
- Demo for Web CM: The Web Master was too busy to do a demo at this time.

7. Integration of SA with CMM: Charlie downloaded the SA-CMM document took the model and tried to summarize it. Since it is such a large document it was suggested that the group take time to read it and look at the Collaborative CM model to get ideals where to insert it into the model to make it visible. After further discussion it was suggested to have a mini team come up with a draft for the next meeting. The team will be Debra, DLIS and DSCR will send representatives to help. Debra will decide on a date and contact Debbie and Pete. It was mentioned that there was another meeting this week on configuration Capability Maturity Model type things, the CMMI a consolidated version of SA-CMM and a couple of others titles.

8. Assessment Team: This was carried over from the last meeting. Capt. Boyd mentioned that the assessment team is down to four people and the division will probably be merged with J6. He would like to see in the future some assessment team from J63 since they write policy they should be the people to see if it's being implemented. It was mentioned that maybe in the future a part of this CM team could go out and assess the CM processes. Bruce mentioned that J64 might be doing some assessments on the Quality Assurance side, since J643 has started looking at QA again.

   - It was asked if anyone had any QA processes. Debbie said that she did and she will get them sent with the minutes. She will also try and put a presentation together for the next meeting.

9. BSM Update: Sherry Underwood from DRMS gave a brief overview of the latest VTC by Admiral Archer. Sherry sets on the re-engineering group that has over site into all of the process teams.

   - It was mentioned that there is a draft CM plan for BSM that no one has seen. Randy Coleman is the person working on the plan. It was suggested that the group review the BSM CM plan as soon as it is available.

10. CM Training and Certification: This was discussed at the last meeting. Teresa wanted to know a little more background on what the group intended. Debbie

told her the group is thinking about putting together a DLA Certification Program for CM. This way everyone would get the same training and background. Teresa thought it was a good ideal and will present it to the IOP. She suggested the group pursue this and weed out the classes to take. Debbie suggested the group put together what they thought would be enough hours for a CM certification.

11. Open Discussion:

- It was mentioned at an earlier meeting about a demo for Report to Web product. This enables mainframe output to be transported and web enabled so the user doesn't have to look on the mainframe. It's a COTS package with little customization. DLIS will have this demo for the next meeting
- Debbie asked Pete who the Richmond representative was now for the IOP. Since the change of representatives the signature block has to be changed on the Collaborative CM Plan. The group needs to get the plan to HQ and collect signatures with the understanding that we will be expanding it with other areas.
- In discussion of the next meeting it came up that there was a CM class in Ogden in July at the STSC that is free to government employees. It was suggested to have Sharon check to see if the group would be able to attend the class. This way the group could go to class and attend the meeting in the same time frame. She will get back to us when she finds out.

OPEN ACTIONS ITEMS:

1. HARVEST Software – FedEx to sites – DLIS – April 20,2001
2. Open Slots for Training – Send to DSIO-JC – All Sites – When Scheduled
3. HARVEST Training Dates – Send to DSIO-JC – All Sites – ASAP
4. Technical POCs List – Send to DSIO-JC – DLIS, DSCR, DSIO-M – 5/15/01
5. CA Syllabus for Training – Send to DSIO-JC – DLIS – 5/30/01
6. Lessons Learned – Send to DSIO-JC – All Sites – After Training
7. DLIS POC for Miper – Send to all Sites – DLIS – ASAP
8. HARVEST Out Year Maintenance – Capt. Boyd
9. Appendices SA-CMM & Infrastructure – Send URL to DSIO-JC – Debra (J631) – 5/30/01
10. Info for Acquisition CMM Class – Send to DSIO-JC – DLIS – 5/15/01
11. Name of Book for Web Version Control – Send to DSIO-JC – Debra (J631) – 5/01/01
12. Migration Form for Web – Send to DSIO-JC – DLIS – 5/01/01
13. Richmond IOP Rep. – Send to DSIO-JC – DSCR – 5/01/01
14. Mini Team Date Workshop – Send to DSIO-JC – Debra (J631) – 5/01/01

15. Hours for CM Certification – All Sites – By Next Meeting
16. QA Processes – Send to DSIO-JC – DLIS – 5/30/01
17. Demo on Report to Web – DLIS – Next Meeting
18. Class at STSC – Send to DSIO-JC – DSIO-U - ASAP

The next meeting is scheduled for July 2001 at DSIO-U in Ogden, UT. 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