July 24, 2001

MEMORANDUM OF MEETING

SUBJECT: DLA COLLABORATIVE CM MEETING

PURPOSE: A meeting of the DLA Collaborative CM team was held July 24, 2001, to discuss configuration management issues.

ATTENDEES:

Debbie Clark	DLIS-TA
Pete Plassmann	DSCR-ZIP
Jan Hansens	DSIO-JC (scribe)
Bob Marzzacco	DSCP-OSIS
Capt. Rick Boyd	HQ J63
Teresa Popham	DLIS-T
Margene Lewis	DSIO-U
Charlie Barondes	DSCC-B
Debra Zusman	J631 (Getronics)
Rosemary Fulling	DRMS-CP
Bruce Gaff	J643
Lynda Martin	J631
Kate Cornter-Wentz	DDC-J6
Karen O'Rourke	DRMS-CP
Sue Fox	BSM
Suzie Fairley	DSCC
Pamela Barnett	DSCC
Donna Johnson	DDC-J6
Fred Murphy	DESC
Erin Jones	DISOC
Edna Heitzman	DSIO-BSM
Lance Harvey	VRI
Russ Heim	J632
Jerry McMillan	DSCR
Deborah Jones	DSCP
Robin Bailey	J644
Libby Flaharty	J644
Laura Ronis	CA
Dan Long	CA
Vickie Bush	CA
David Gee	CA
Samuel Sunukjian	CA

SUMMARY OF DISCUSSIONS:

1. Previous Action Items:

    1. HARVEST Software this was sent to all sites.
    2. Open Slots for Training this will be ongoing till all sites are scheduled and trained.
    3. HARVEST Training dates this will be completed with CA today.
    4. Technical POC list for HARVEST this was sent with minutes.
    5. CA Syllabus for training this will be discussed today with CA.
    6. HARVEST Lessons Learned will be ongoing through and after training.
    7. DLIS POC for Miper this was sent to all sites with the cost broken down.
    8. HARVEST Out Year Maintenanc e Capt Boyd said that the sites would include it in their POM.
    9. Appendices for SA-CMM & Infrastructure the URL was sent to CM members.
    10. Info for Acquisition CMM Classes will be sent later.
    11. Name of book for Web Version Control was sent with the minutes.
    12. Migration Form for Web it is in form flow DLIS 1855.
    13. Richmond's IOP member is Glenn Petrini.
    14. Mini Team Workshop Date the team decided to meet via e- mail.
    15. Hours for CM Certification to be discussed today.
    16. QA Processes will be sent later.
    17. Demo on Report to Web representative could not make it today.
    18. CM class at STSC they will know more when they get their new budget.

2. HARVEST:

    -   CA representatives were at the meeting to discuss HARVEST in full detail. A package was given to each site that contained all the information they need on the software and a list of CA reps for services. Vickie the training rep explained that DLA had purchased twelve 10 day CCC HARVEST Rapid Learning Packages. This includes the course outline for V 4.5, which is being updated to V 5.0, but it still gives a good ideal of what is covered in the training. The new package will have a 4-day implementation class, 1-day process workshop, 2 days building a repository and the solutions and testing them, 1-day administrator work shop and 2 days for end user classes. All tech support will be explained in the RLP.

        o   Training has been scheduled for 5 sites and CA would like to get the rest scheduled ASAP. Training for 5.0 will be ready in mid Sept. The sites that were scheduled for August will be rescheduled for Sept. Vickie will send a list of software and hardware that

needs to be available at the site one month in advance. It was mentioned that the training schedule should be completed today since CA was there. Erin will send the schedule to DSIO-JC when she has it completed and it will be sent to the group.

- o It was asked if DAPS was going to get HARVEST. Deb said that they had not decided. It was mentioned that since they have close to 180 SAA's to control they should. Capt Boyd will have J6 to get CM started in the DAPS area.

- Laura of CA explained what was included in the purchase and how to utilize CA. Each site receives the HARVEST license for 25 concurrent users which means that up to 75 users can be logged on at one time, the Rapid Learning Package, Open-Make, maintenance for the first year that includes most current releases of software and 24 – 7 help from the helpdesk. She stressed the issue that if a site was dissatisfied with any instructor or service be sure and notify herself, Erin Jones the COR or Deb Clark the COTR. She then introduced David Gee who is the CRM Team Leader he is responsible for client relations. He handles the help desk issues and keeps the customer satisfied. Sam Sunukjian consulting manager he supports implementation, the end services and the CRM area.

- Dan Long then gave a demo on HARVEST 5.0 Change and Configuration Management for the Distributed Environment. Changes in 5.0 are:

  - o Everything is now inside of Oracle
  - o Easier to archive, backup and move items
  - o Added a Web client
  - o HTML based
  - o Anything done in workbench can be done through the Web
  - o Form customization easier
  - o Security is done by the HARVEST user-id and password
  - o ECCM (Enterprise Change Configuration Management) this is HARVEST and Endeavor sort of a mid-ware between the two technologies.
  - o Open-Make Build Management creates make files across platforms.

- HARVEST can be integrated with Cool-Gen it can control all except the encyclopedia. There is a new release of Guardian to be integrated with Cool-Gen and HARVEST which will help control the encyclopedia. A copy of the demo is attached.

3. SA-CMM:

- Debra (J631) drafted Appendix F for the DLA Collaborative CM Plan titled Configuration Management for Infrastructure and COTS. She gave each site a copy and would welcome any input.

- Debra gave a briefing on SA-CMM the acquisition of software not the developing of software, it is for acquiring COTS and IT services. It basically clarifies the interface between contracting and the IT experts to be sure everything is included in the contract. She went through the different levels of the SA-CMM process. It was stressed that the CM area should be involved in the process from the beginning of the contract to be sure the CM process is followed. DSCC mentioned that they have added all of their IA requirements into the requirements documents so there are no surprises. Debra would like input from the group for the SA-CMM document. Copy of the brief is attached.

- Debra stated that you do need a written policy for CM. It was then asked if the group had a CM policy. Debbie (DLIS) said that another area at HQ was supposed to write the policy but they aren't there anymore. It was mentioned the J65 had received the DLA Collaborative CM Plan and was suppose to write the policy. Teresa then mentioned that the plan had not yet been signed. Capt Boyd said that he would take a copy of the plan to the IOP next and present it to them. Debbie will see that he gets the current copy. Capt Boyd then told the group to start putting together the CM policy. DSIO-JC will also sent the current plan to the new members.

4. SPI (Software Process Improvement):

- Libby and Robin members of the SPI-IPT group came to the meeting to give a brief about SPI and to see what the CM group was doing in the CMM arena. Libby said that J64 was given the responsibility for development of CMM implementation and J65 was given overall compliance responsibility. At first the direction given by Ms Arnett was to achieve CMM Level 2 compliance for DLA. The direction now has been changed the goal is to strive for Software Process Improvement not a CMM Level 2 certification. Since DLA has many different legacy systems and with BSM down the road the main goal is SPI. It was mentioned that with SPI if your processes improved you would reach the levels of CMM that are required.

- She explained the groups functions:

    o Recommend and facilitate organizational learning for SPI
    o Review and approve the Software Development Process for the DLA process repository
    o Create a Web site linked to the DLA One Book for SPI
    o Track and report SPI activities, facilitate and provide technical working groups

- There was a discussion about who were the members of the SPI-IPT group. Libby said that the membership would be expanding. Capt Boyd mentioned that the IOP had approved the CM board and the route they were taking. He said that this was the first time he had heard of SPI and that it would be affecting the entire agency. He asked if the SPI planned on briefing the IOP. Libby said that she would discuss it with Chris Bruno and Capt Turk. Teresa then mentioned that the SPI charter should also be taken to the IOP and approved. Further discussion followed regarding the difference between CM and CMM with all of the different models of CMM.

5. CM Classes and CM Certification:

- In previous discussions different courses had been mentioned and some evaluations had been given. Some of the courses mentioned were Learning Tree, Gardner, NDIA which needs five years experience, CM & DM a 2 day prep course then a test, CM2 which is very expensive but you take the test until you get certified. After further discussion it was decided to pursue it further and come up with a list of classes for CM and different levels of training with the goal of getting the independent certification. DSCC and DRMS will have a list for the next meeting.

6. Open Discussion:

- It was mentioned that DNSC had decided they wanted a copy of HARVEST so Erin will let them know that as soon as their Miper is received then Debbie will send the software.

- With all of the changes being made to the Web sites it is beginning to get confusing on how to access the DLA Collaborative CM page. Capt Boyd made a suggestion that the group should see how to make it more accessible.

OPEN ACTIONS ITEMS:

1. HARVEST Presentation – Send to all sites – DSIO-JC
2. SA-CMM Brief – Send to all sites – DSIO-JC
3. DLA Collaborative CM Plan - Send to Capt Boyd – DLIS - ASAP
4. Input for Appendix F - Send to Debra J631 – All Sites – 10/15/01
5. Read SA-CMM Document – All Sites for Input – 11/06/01
6. Input for CM Policy – All Sites – 11/06/01
7. DLA Collaborative CM Plan – Send to New Members – DSIO-JC
8. List of CM Classes – DSCC and DRMS – 11/06/01
9. Contact DNSC for HARVEST Miper – Erin Jones DISOC - ASAP
10. Getting CM Started in DAPS Area – Capt Boyd – 11/06/01
11. CM Web Site – DSIO-J, DLIS, DRMS – 11/06/01

The next meeting is scheduled for Nov 6 – 7, 2001, at DSCP in Philadelphia. 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