DLIS-BA   Nov. 5, 1999

MEMORANDUM OF MEETING

SUBJECT: DLSC COLLABORATIVE CM MEETING

PURPOSE: A meeting of the DLSC Collaborative CM team was held Nov. 1–3, 1999, to discuss configuration management issues.

ATTENDEES:

Debbie Clark	DLIS
Pete Plassman	DSCR
Terry Baker	DRMS
Paul Rizzo	DSCC
Fredrick Murphy	DESC
Shelley Millis	DLSC-I (not able to attend)
Brian Deitrick	DDC (not able to attend)
Marjorie Lanko	DLIS
Teresa V. Popham	DLIS
Tom Brooks	DSCR
Toni Norton	DSCR
Charlene Woodman	DLIS
Dennis Parker	DSIO-J
Jan Hansens	DSIO-J (scribe)
Gerry Osborne	DSCP
	DNSC (no attendee)

SUMMARY OF DISCUSSIONS:

1. ITCC Objectives: Information Technology Coordinating Committee goal is to have a "Virtual IT Proof of Concept" for collaborative planning and decision making in the IT community, and that the Life Cycle Management (LCM) was a good framework for them to work within, the ITCC voted unanimously to prototype Configuration Management.

2. Co-Chair Roles/Responsibilities: Teresa Popham DLIS and Tom Brooks DSCR are the co-chairs. They are to have the prototype for CM ready to use on three prototypes. They requested the CM process to be organized and sequenced better for a repeatable deployment process across the command for DLSC, with the knowledge that each Primary Level Field Activity (PLFA) also has its own needs. Also, a standard nomenclature for names, common processes and checklists is to be developed.

3. CM Briefing: Deb Clark explained the definitions of Life Cycle, Life Cycle Management and Configuration Management which were all taken from the

Defense Acquisition Acronyms. She then went on to explain the LCM Integrated Product Team, which includes, Program Managers (PM), Software Quality Assurance (SQA), Configuration Management, Information Assurance (IA) (Security), Quality Assurance Testing, System Change Administrator and Contractors and their duties. Some representatives were brought in to explain their role in the LCM Integrated Product Team from Information Assurance, Quality Assurance Testing and System Change Administrator.

- DLIS also explained the CM Process on a new system development along with the Project Development Board (PDB) and the Change Control Board (CCB) and their roles. It was stated that Process Improvement is continuous with identifying best practices, developing guidelines, processes and procedures as directed by CMM.
- Tom and Teresa mentioned that they would like the group to come up with a collaborative CM process that all PLFAs could use but could also have variations to it if needed per project. The CM Process should maybe include a product list or be the keeper of the product list for architectures.
- They requested a CM database established for all PLFAs to link to with information on each project. The information could be requirements, platforms or any type of information that the PLFAs could commonly share across the DLSC command.
- They suggested for all PLFAs to set up their own CM page and link it to the ITCC CM page for all of their CM documents.

4. CM Process (DLSC CMB): In order to have a collaborative CM Process that all PLFAs would be able to use for their sites the group decided that it would have to be flexible, quantifiable, repeatable, tailorable and documented. It was decided to take the CM Process chart from the CM Briefing and redo it for the DLSC CMB. It was asked if all agreed on the definitions for Life Cycle, Life Cycle Management and Configuration Management. They all agreed so the definitions were accepted.

- It was asked how did everyone get their requirements did they use Task Orders, System Change Request (SCR), Business Cases, Automated Work Request (AWR), or Detailed Functional Requirements (DFR). A discussion followed that everyone was using some type of form mostly from the AWR but only certain parts of the AWR that suited the system change request. All requirements for collaborative projects were being sent to DLA for approval.
- Other types of forms were mentioned for tracking purposes such as Problem Reports (PR), Special Projects, Problem Tracking Reports (PTR), Enterprise change Reports (ECR), Corporate Priority List (CPL), and Listing by Rating Report. Though they are named something different they basically do the same thing at each PFLA.
- The group then discussed the requirements definition such as Business Case Analysis (BCA), Benefits Analysis, and Stove-piped processes and the coordination process and how they should be listed.

- Approval Process was the next discussion each site had their own names for their boards such as Configuration Control Board (CCB), Product Development Board (PDB), Technical Review Board (TRB), Design Review Board (DRB), Configuration Management Group (CMG), Information Technology Program Steering Group (ITPSG) and Program Steering Work Group (PSWG) that are given the authority to approve any new systems or changes to the current system again different names but very similar activities.
- Requirements Finalization was the next step discussed which includes the detailed documents of the project where CM, SQA and IA all get involved. Discussion followed that some sites didn't get this many resources involved yet but that is where the flexibility of the plan comes into play.
- Development was then discussed this is where the IPR comes into play, the CCB status reporting and the SQA development documents review.
- Next step was the Functional and IA Acceptance area where the project is tested by the PM and IA along with their review for security requirements.
- CM Acceptance is the next step to be discussed this is where the CM tool is loaded, version control is done at this point and verification of the documentation package signatures are secured and all products are available.
- Next step discussed was Assurance Testing where the execution of testing for assurance, integration, and regression is all done. Interface testing with systems and customers are also done here and they are responsible for all test plans and test results.
- Next step the Production Release where CM staging is done which involves recompiles and binds and the operations release. From here it goes to the Documentation center. This includes the complete package, manuals and any commercial vendors documentation.
- This DLSC CM Process was agreed upon with all of the representatives and the draft of this plan is attached DLSC Collaborative CM, dated 2 November 1999.

5. Checklist: The question came about if there were any checklist for the process; there were a couple forms that were produced. The migration form for the IBM mainframe and also a couple for the mid-tier from two different sites. The forms were somewhat similar copies were given to each representative to take to their site. One other form was produced which is used for the DLIS walkthroughs it was the Release Management Component Checklist and Implementation Plan. Copies of this were also given to the group. The forms all required signatures of each area through the process. It was mentioned that the checklist could be modified to fit each sites needs.

6. Existing Guidelines: It was brought up that some of the guidelines were not the best to use. The group after some discussion decided that AWR DLA Form 558-1 was very excessive, cumbersome and intimidating to use so most of them only use what is needed. The draft of Defense Logistics Support Command Architecture Project dated May 29, 1998 they decided they could use some parts of it. The draft of Defense Logistics support Command Architecture Project dated August

14, 1999 they decided they did not agree with this document and could not use it in the process.

7. CM Tools: The subject of CM tools was mentioned. The group listed the tools that they are using or that has been suggested for them to use. Some of the tools mentioned were Harvest for mid-tier, LCM for mainframe, PVCS for mid-tier, MKS and Info/Man. They decided to table this for discussion in the next meeting to decide on the toolsets.

8. DLSC CM Database: The group discussed the database that Tom and Teresa would like to see developed. They decided to use these elements for the database a Control Number, Title, Description of Project, POC, Status, Platform, Operating System, Type of DB and Language. The database should be Web based and password protected. It was also brought up that each PLFA should supply a file to be uploaded into the database. It was mentioned in the minutes of the last ITCC meeting that DSIO-J would develop and maintain the database.

9. DLSC CCB Charter: After a long discussion the group decided that they should develop a charter. A few of the representatives had brought along copies of their charters these were all looked at and the group came up with a draft. It was questioned who's signatures should be on the coordination block. It was decided that Deb and Pete would get with Tom and Teresa to see who they would suggest. The draft for the DLSC CCB charter is attached.

10. Potential Problem Areas: The group decided to discuss areas that they could see as potential problems. A few of them came from the topics discussed in the Oct 20, meeting. The CMB recommends approval of all collaborative efforts, CMB decides if source code will be shared on a case-by-case basis, CMB possibly reviews the ITAG changes, and the CMB reps have authority to make binding agreements about CM process. The group decided to have Deb and Pete speak to Tom and Teresa about these areas.

11. The DLSC alternate is Dennis Parker the committee decided to have him be the DSIO primary representative for all meetings.

OPEN ACTION ITEMS/Updates included:

1. Signatures Block for Charter – Ask Tom and Teresa – Deb and Pete – 11/8/99
2. CM Tools – Bring Info on all Tools used at their sites likes and dislikes – PLFAs - 12/1/99
3. Project Priority List – Bring softcopy to compare commonalities of projects – PLFAs –12/1/99
4. DLSC CM Database – Have it stood up – DSIO-J –12/1/99
5. Potential Problems – Ask Tom and Teresa – Deb and Pete – 12/1/99
6. PLFA CM page – Set up CM page and link to ITCC CM page – PLFAs – 12/1/99
7. DLSC CCB Charter – Approval – Teresa and Tom – 12/1/99

8. DLSC Corporate CM Plan – Review and Prepare to Discuss – PLFAs – 12/1/99

Next meeting scheduled for 8:00 AM Dec 1, 1999, to 1:00 PM Dec 2, 1999, DSCR, Richmond, VA.

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DLIS CMB Chair signature   DATE

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DSCR CMB Chair signature   DATE