DLIS/DSCR Configuration Management Planning Meeting

Agreements/Taskings:

1. Schedule next meeting to begin Nov 1 afternoon – up to 3 days (Teresa)

2. Participants in next meeting – Co-Chairs and representatives from the PLFAs

3. WEB SITE

   Give Ed Scheinfeldt the documentation and briefing to add to the DLSC (Deborah, Kim) CM website.

   CM website development (Ed Schienfeldt/Scott Riddle 932-7402/Bob Fedyski) www.drms.dla.mil/itcc/

   add Collaborative Configuration Management under Contents

   send email to webmasters@drms.dla.mil and note what the link should be called

   add a discussion forum

4. Send mail to all PLFA participants, asking them to review all information on the website and bring their CM intiatives/documentation for their individual site. (Tom)

5. Contact DLSC-I to get Shelly Millis as the HQs rep. (Teresa)

6. Collect information on INFOMAN. (Shelly)

7. Collect market analysis on the selection of Harvest (Deborah, Kim)

8. Distribute PDs (Teresa)

What we need to accomplish for the ESG meeting Feb 00:

1. Charter

2. Roles & Responsibilities

3. Determine recommended toolset/common names

4. Determine startup costs, resource impact, if any

5. Milestones for implementation in the field

6. Run prototypes through the DLIS CM process

Actions for the kickoff meeting in November:

1. Discuss "state of CM" at each PLFA.

2. Discuss INFOMAN – (DLSC recommendation).

3. Discuss database (all projects) and determine who will "volunteer" to research WHERE we can find this info/how to collect.

4. Need a buy in re: toolset (maybe Harvest – this is being used by DLIS, DSCR and DSIO).

5. Agree on the guidelines, process and membership of the CMB.

6. Discuss potential problem areas and how to address.

7. Establish trust across the PLFAs.

Topics Discussed at the 20 Oct meeting concerning the DLSC Configuration Managemer Board

1. CMB should be reps from PLFAs, 1 from HQs (Shelly Millis, DLSC-I).

2. All projects should be entered into the database.

3. Database maintained by a DSIO scribe for the CMB.

4. The CMB reports directly to the ITCC.

5. CMB recommends approval of all collaborative efforts.

6. CMB decides if SC will be shared on a case by case basis.

7. CMB possibly reviews the ITAG changes

8. No Info Assurance rep on the CMB – these are at the field level.

9. CMB establishes CM guidelines and makes recommendation on process, toolsets.

10. CMB reps have authority to make binding agreements about CM process.