

**Office of Science (SC) Customer Information Advisory Group (CIAG)  
Meeting Summary  
March 13, 2002**

**Agenda**

- ?? Review of Previous Action Items (P. Rice)
- ?? Support Center (T. Griffin)
- ?? Strategic Planning Project Team Business Model Update (Griffin)
- ?? Electronic Information Management (EIM) / Office XP Options Discussion (Hughes)

**Action Items**

Previous Action Times	Status
Brief CIAG members on changes in Operating Plan schedules once all "current development" is complete.	Ongoing
Discuss with the Office of the DOE CIO the possibility of raising the 10MG email file attachment limit.	Brent Baker has contacted the OCIO and is waiting for a response.
Provide electronic copy of the OSTI information to CIAG members.	J. Hiegel
Send out N:\drive clean up information again to CIAG.	Complete
Check with Doris Martin on 508 implementation to determine if site compliance is being verified.	Ted Griffin has contacted Doris Martin and is awaiting a response.

New Actions from the March 13 Meeting	Assigned To
Provide names to Ted Griffin of individuals in their organization who are required to use WP for documents being sent to the Executive Secretariat.	CIAG members
Discuss EIM/Office XP options with programs and bring results to next CIAG meeting.	CIAG members

**Office of Science Support Center (SCSC)**

The Exchange User list was reviewed with no actions or comments.

**WordPerfect Upgrade (Griffin)**

Following up on previous discussions about the need to upgrade the current WordPerfect (WP) 6.1 package, Ted Griffin noted that WP 8 is no longer available, so software and licenses for WP 10 will be purchased. There is a significant cost savings if 20 or more licenses are purchased. It is not possible to buy a blanket number of licenses that can be used by whoever needs them; they must be assigned to individuals. By or before next week's meeting, CIAG members were asked to provide names of individuals in their organizations who are required to use WP for documents being sent to the Executive Secretariat.

**Strategic Planning Project Team Business Model Update (Griffin)**

The Strategic Planning Project Team (SPPT) is currently working on updating the SC Headquarters business model component of the information architecture. CIAG member input is needed to ensure the accuracy of the business activities and identify which activities are being performed by what organization. Members will also be asked to

provide a point-of-contact (POC) for each business activity performed by their organizations. The SPPT plans to conduct interviews with CIA G members and the POCs. Updated results will be presented to the CIAG. Griffin also plans to hold meetings with Associate Directors and Office Directors to present them with the current business model and get their business objectives and priorities. This will begin to address the linkage issue raised in the external review (i.e., the need to link the IM Strategic Plan to the SC Strategic Plan.)

## Electronic Information Management (EIM) / Office XP Options

Gene Hughes summarized the issues and options related to EIM rollout. The issue centers on whether to roll out EIM with Office 2000 or Office XP. Office 2000 is not obsolete and does not need to be replaced; however, during system testing, the Reference Group found that EIM with Office 2000 is cumbersome and not user-friendly. Office XP allows a much tighter integration and increased functionality, but is not currently in the fiscal year plan. The packages cannot be run simultaneously.

Options include deploying EIM with Office 2000, initiating a new project to test and rollout Office XP prior to completing implementation of EIM, or putting EIM on hold until XP is implemented in the future.

CIAG members present at the meeting discussed the options and decided to check with others in their programs before making a final recommendation at the next CIAG meeting. Members can contact Gene directly this week with questions; if he is not available, Pat Rice can get answers. Demonstrations of EIM with XP can be arranged with Mike Yonder.

## Proposed 3/20/2002 Meeting Agenda

- ?? Review of Previous Action Items (Rice)
- ?? Support Center Items (Baker)
- ?? EIM/XP Decision (Hughes)

## Meeting Attendees

Name		Organization	Contact Information
Dilworth—Chair	Greg	SC-14	3-2873
Rice—Exec. Sec	Pat	SC-65	3-4556
Afzal	Shahida	SC-50 (ESMT)	3-4941
Albaugh	Brenda	SC-65	3-6578
Chen	Mae Ling	SC-65	3-3436
Farrand	Sue	SC-55	3-1884
Flynn	Kelly	SC-65	3-3193
Forsythe	Todd	SC-65	3-6409
Griffin	Ted	SC-65	3-4602
Hiegel	Jane	SC-31	3-5800
Hughes	Gene	SC-65	3-5409
Jernigan	Lori	SC-64	3-5212
Miller	Caryle	SC-82	3-8434
Oyler	Dean	SC-22	3-6394
Yonder	Mike	SC-65	3-9139