

IM BOARD MEETING SUMMARY

June 29, 2000

Meeting Agenda

- Review agenda and 5/25/00 meeting action items (Griffin)
- Obtain IM Board approval of SC HQ FY01-05 IM Strategic Plan (Griffin)
- Present Pacific Northwest National Laboratory (PNNL) IM Tools (Heister)

Meeting Attendees

Name	Role	Organization	Contact #	Attendance
Bill Valdez	Chair	SC-5	6-9942	Local
Ted Griffin	Exec. Sec.	SC-621	3-4602	Local
MaryAnn Scott	Member	SC-31	3-6368	Local
John Willis	Member	SC-55	3-4095	Local
Myrna Vallette	Member	SC-62	3-3444	Local
Gene Hughes	Guest	SC-621	3-5409	Local
Mike Gercken	Guest	SC-621	3-5253	Local
Dick Yockman	Guest	SC-621	3-3394	Local
Kathy Centeno	Guest	SC-621	3-5472	Local
Steve Buswell	Member	SC-7	6-9741	Local
Marv Stodolosky	Guest	SC-72	3-4475	Local
Greg Dilworth	Member	SC-17	3-2873	Local
Jim Dooley	Guest			Local
Peggy Burris	Member	SC-4	6-7265	Local
Earl W. Heister	Guest	PNNL		Local
Larry Vann	Ex Officio Member	SC CHICAGO		Local
Julian Carter	Guest	SC7 Intern		Local
Roy Whitney	Ex Officio Member	JLAB		Phone
John Yates	Member	SC-82	3-8435	Phone
David Eike	Guest			Local

Meeting Summary

Review agenda and 5/25/00 meeting action items.

All action items from the 5/25/00 IM Board meeting were completed. They were:

- Prepare a memo to be signed by Dr. Decker/Bill Valdez and to be sent to the SC Operations Offices and the SLCC chair that invites them to be on the IM Board. (Yockman)
- Brief the IM Board on the draft update of the SC HQ IM Strategic Plan per the schedule outlined above. (Griffin)
- Arrange with PNNL to hold the June 29 IM Board meeting at their facility. (Griffin)
- Arrange with PNNL to brief the IM Board at the June 29 meeting on IM tools in use at their facility. (Griffin)
- Brief Bill Valdez on the CIO's IM services consolidation effort. (Yockman)

Obtain IM Board approval of SC HQ FY01-05 IM Strategic Plan

Ted Griffin began the review of the Strategic Plan by addressing the recommended changes previously submitted by the Customer Information Advisory Group (CIAG) and the IM Board members (during individual review sessions).

The outcome of the recommended changes was as follows:

ID	Recommend Change	IM Board Decision
1	Move “Document Management” forward	Change the Strategic Plan schedule to reflect a completion date of 4/26/02 instead of 9/13/02
2	Move “Desktop Conferencing” forward	Leave as is.
3	Add “SC site Information Architecture development” line item	Leave the Strategic Plan schedule as is and add this under the “Strategic Planning and Architecture” line item narrative.
4	Add “SC lab involvement” line item	Leave the Strategic Plan schedule as is and add this under the “Strategic Planning and Architecture” line item narrative.
5	Change “Development Project Package Dependencies” chart by adding timeline and estimated costs	Make changes accordingly.
6	Provide the IM Board with more analysis time beginning FY01 (ie review in April)	Add to the “Strategic Planning and Architecture” line item narrative to ensure inclusion in the FY01 IM Operating Plan.
7	Clarify the relationship between retirement projects and development projects	Add a chart clarifying this relationship.
8	Consider needed interfaces with different platforms to support SC involvement with the laboratories.	Include as part of “SC lab involvement” under the “Strategic Planning and Architecture” line item.

Greg Dilworth made the comment that multiple solutions should be considered when addressing the desktop conferencing technology project.

With the inclusion of the above eight changes, the IM Board approved the SC HQ FY01-04 IM Strategic Plan.

Ted Griffin then reviewed suggested topics for his July ESC presentation on the SC HQ FY01-04 IM Strategic Plan. The Chairman asked the members to provide input to Ted Griffin regarding these topics prior to the next IM Board meeting.

Present Pacific Northwest National Laboratory (PNNL) IM Tools

Earl Heister gave a presentation that provided an overview and demonstration of PNNL’s CollabraSuite tool set. “The tools in CollabraSuite help manage resources, simplify the coordination, development and tracking of information products, and facilitate team communication and collaborations.” The CollabraSuite demonstration specifically covered DigiSource, PresentationSource, Scoreboard, and the Brainstorming tools.

The IM Board members were interested in investigating the prospect of integrating CollabraSuite products into the existing SC HQ Information Architecture. Specific products of interest include: DigiSource and PresentationSource.

Action Items

- Provide input to Ted Griffin regarding topics for his ESC briefing on the updated SC HQ IM Strategic Plan. (IM Board Members)

- Investigate the potential inclusion of DigiSource and PresentationSource into the SC Intranet Portal project. (Gene Hughes)

Next scheduled IM Board Meeting

- July 13, 2000 in Germantown, MD.