

IM BOARD MEETING SUMMARY

March 23, 2000

Meeting Agenda

- Review agenda and 2/3/00 meeting action items (Griffin)
- Present IM development status (Hughes)
- Approve new IMSC Leads (Valdez)
- Review policy that covers individuals who use Macs to access legacy data for graphics capabilities. Review policy that covers Mac Laptops. (Valdez/Willis)
- Present SC Customer Information Advisory Board status (Willis)
- Present SC Information Architecture status/decisions (Yockman)
- Obtain FY2000 IM budget recommendations (Yockman)
- Discuss expanded Operations Office/Laboratory participation (Valdez)

Meeting Attendees

Name	Role	Organization	Contact #	Attendance
Bill Valdez	Chair	SC-5	6-9942	Local
Ted Griffin	Exec. Sec.	SC-621	3-4602	Local
Peggy Burris	Member	SC-4	6-7265	Phone Conference
Steve Buswell	Member	SC-7	6-9741	Phone Conference
Greg Dilworth	Member	SC-17	3-2873	Local
Bob Woods	Member	SC-22	3-4801	Local
John Willis	Member	SC-55	3-4095	Local
Myrna Vallette	Member	SC-62	3-3444	Local
Mike Riches	Member	SC-70	3-3264	Local
Carolyn Murphy	Member	SC-80	6-9776	Local
John Yates	Member	SC-82	3-8435	Local
Pat Flannery		SC-621	3-9002	Local
Robbie Green		SC-621	3-5015	Local
Jason Kruse		SC-621	3-6592	Local
Michael Lynott		SC-621	3-6409	Local
Mike Gercken		SC-621	3-5253	Local
Dean Pianta		SC-621	3-9002	Local
Anne Priebe		SC-621	3-2449	Local
Pat Rice		SC-621	3-4556	Local
David Wigtil		SC-621	3-5730	Local
Dick Yockman		SC-621	3-3394	Local

Meeting Summary

Review agenda and 2/3/00 meeting action items

The four 2/3/00 meeting action items were reviewed:

- Solicit IMSC team leads and provide names to IMSC champions and SC-621. (Bill Valdez, Peggy Burris, IM Board) Completed and addressed in "Approve new IMSC leads" agenda item.

- Determine if the MS Enterprise Agreement will allow the use of SC HQ COTS software at home by SC HQ personnel. (Green) Completed. The answer is yes.
- Determine the IMSC requirements to phase out the IPS system. (Hughes) Completed and addressed in “Present IM development status” agenda item.
- Identify Organization Administrators. (SC621 will send an email to the IM Board soliciting this information.) Completed.
- Develop alternative approaches to accomplishing an SC-wide Information Architecture. (Yockman) Completed and addressed in “Present SC Information Architecture status/decisions” agenda item.

The agenda was then reviewed.

Present IM development status

An overview of IM development efforts in accordance with the SC HQ FY2000 IM Operating Plan was presented.

- Question: It appears that only SC-64 participated in the test pilot. Why?
- Answer: The initial testing was performed on reports used exclusively by SC-64. Testing involving all program offices will be performed during the May timeframe.

Approve new IMSC leads

The Board unanimously approved John Aleva as one of the two new IMSC leads. The Board decided not to approve the second recommended lead until his availability can be determined. Mr. Valdez took this as an action item. If it is determined that the second recommended lead is unavailable, then the nomination, vote and IMSC team notification will be conducted using email.

Review policy that covers individuals who use Macs to access legacy data for graphics capabilities. Review policy that covers Mac laptops.

An overview of the current policies was given and discussed. The Board will take a vote at the next meeting whether to allow SC HQ users to continue to acquire and use (1) Mac laptops and (2) Macs for their graphics capabilities beyond the August 2001 retirement date.

Present SC Customer Information Advisory Group status

This item was skipped due to time constraints.

Present SC Information Architecture status/decisions

A briefing was given on the decision to implement an Information Architecture with (1) Chicago Operations from March 27, 2000 through October 30, 2000 and (2) Oakland Operations and Oak Ridge Operations second from January 1, 2001 through September 30, 2001. The Board endorsed this decision and requested periodic updates.

Obtain FY2000 IM budget recommendations

The Board was briefed on additional IM funds received for mandated services outside of the approved FY2000 IM Operating Plan. The Board was also briefed on additional funds required to respond to new requirements outside of the FY2000 IM Operating Plan. From this list, the Board (1) approved “Cyber Security Implementation/Performance” at a cost of \$375,000 and “Desktop Video” at a cost of \$75,000; and (2) requested that a white paper be presented for each of the others at the next meeting.

Discuss expanded Operations Office/Laboratory participation

The Board discussed the need to leverage SC laboratory IM capabilities. Mr. Yockman was requested to develop a plan to accomplish this purpose and present it to the Board at the next meeting.

Action Items

- Ensure that all SC HQ program offices are included in the current testing of IMSC. (Hughes)
- Determine the availability of the second recommended IMSC team lead. (Valdez)
- Present a white paper for the following new IM requirements at the next meeting: Exchange/Outlook for CH, SC homepage, Streaming video, Expanded user training, and Electronic records management project. (Yockman)

- Develop and present a plan (identifying cost and expected products) at the next meeting, which explores the laboratories for the purpose of leveraging IM capabilities. (Yockman)