

**Office of Science (SC) Information Management (IM) Board
Meeting Summary
April 24, 2003**

Agenda

10:00 - 10:10 Special Report

I-Manage Status (Warren Huffer)

10:00 - 10:20 Introduction

- Review agenda (Ted Griffin)
- Review action items (Ted Griffin)

10:20 - 10:50 SC Headquarters IM Services and Projects Report (Ted Griffin)

10:50 - 11:30 Special Reports

- CIO Consolidation of IT Services/eXCITE (Ted Griffin)
- ePME (Kimberly Rasar)
- Customer Information Advisory Group (CIAG) Monthly Report (Dean Oyler)
- Security Report (Susan Lister)

Meeting Attendees

Name		Role	Organization	Contact #	Attendance
Valdez	Bill	Chair	SC-5	6-9942	Local
Griffin	Ted	Exec. Sec.	SC-40	3-4556	Local
Riches	Mike	Member	SC-70	3-3264	Local
Albaugh	Brenda	Attendee	SC-40	3-6578	Local
Alleva	John	Attendee	SC-64	3-3512	Local
Baker	Brent	Attendee	SC-40	3-2345	Local
Buswell	Steve	Member	SC-7	6-9741	Phone
Centeno	Kathi	Attendee	SC-40	3-5472	Local
Eckstrand	Steve	Member	SC-55	3-5446	Local
Farrand	Sue	Attendee	SC-40	3-1884	Local
Flynn	Kelly	Attendee	SC-40	3-3193	Local
Huffer	Warren	Speaker	ME-13	3-3761	Local
Lang	Donna	Attendee	SC-22	3-4360	Local
Lister	Susan	Security Advisor	SC-80	3-3462	Local
Morgan	Terri	Ex Officio Member	CH	630-252-2519	Phone
Ndousse-Fetter	Thomas	Member	SC-31	3-9960	Local
Oyler	Dean	Member	SC-22	3-6394	Local
Polansky	Walt	Attendee	SC-40	3-5800	Local
Rasar	Kimberly	Attendee	SC-62	3-9617	Phone
Rice	Pat	Attendee	SC-40	3-4556	Local
Stodolsky	Marvin	Attendee	SC-72	3-4475	Local
Talamini	Karen	Member	SC-14	3-4563	Local
Wells	Isla	Attendee	SC-63	3-5590	Local
Yates	John	Member	SC-82	3-8435	Local

Meeting Summary

Special Report – Integrated Management Navigation System (I-MANAGE) Status Report

Warren Huffer from the Office of Corporate Financial Systems and the I-Manage Project Executive provided an overview and status on the I-Manage program.

The I-MANAGE program goal is to consolidate and streamline Departmentwide efforts to integrate financial, budgetary, procurement, personnel, program, and performance information. The system is supported by a central data warehouse that links common data elements from each Departmental business system. I-MANAGE includes core corporate activities and will integrate with mission-specific applications. Mission-specific system determinations will be made by following a structured approach based on an enterprise architectural model.

I-MANAGE will provide a structured framework for aggregating, summarizing, and reporting significant volumes of data from various systems. Exception-based reporting will be available online. Detailed analysis will be supported through automated online drilldown capabilities.

Systems in production include PeopleSoft and TravelManager. The Standard Reporting and Accounting System (STARS) scheduled implementation date is October 1, 2004. The Accounting Flex Field (AFF) is a key design element of this system. A common work breakdown structure (WBS) will be represented within the AFF. Planning is underway for systems that integrate with STARS and provide performance metrics, budget execution, and budget formulation. Payroll is scheduled for outsourcing in the fourth quarter of fiscal year (FY) 2003. Research and Development will be handled by the Electronic Portfolio Management, Tracking and Reporting Environment (ePME) project.

All new systems must be designed with the I-MANAGE philosophy that commercial-off-the-shelf (COTS)/Government-off-the-shelf (GOTS) products have already incorporated best practices. Current business practices must be analyzed and modified to gain the most benefit from the new systems. COTS/GOTS software will not be customized where customization means modifications to the baseline software as installed. In addition, to the greatest extent possible, data should be physically stored in one location, accessible through the relational database architecture.

Discussion

- The schedule 300s required by the Office of Management and Budget (OMB) must be carefully written for mission-specific systems. It must be clear that these systems will integrate with I-MANAGE.
- For the foreseeable future, integrated contractors (such as Brookhaven) will continue to operate their systems and integrate with I-MANAGE, just as they do with other Departmental systems, such as the Departmental Integrated Standardized Core Accounting System (DISCAS).

Review Agenda and Action Items

There were no actions from the January 2003 meeting.

Bill Valdez introduced Dr. Walt Polansky, the new Acting Senior Information Management Executive for SC. Dr. Polansky is looking forward to working with the IM Board. He believes

it is very important for management to keep abreast of issues in all Programs. The IM Board should be a vehicle for raising issues to member organizations.

SC Headquarters IM Services and Projects Report

Ted Griffin reviewed the FY 2003 IM Products and Services Schedule. Performance measures year to date were also reviewed. Highlights of the report included the following.

- There has been 27 straight months of no unscheduled downtime.
- Many legacy systems are affected by the SQL Server update project; therefore, it is a bigger project than originally scoped.
- MS.NET is the next development platform and is included in the next Strategic Plan.
- Execution Work Management 2.0 (EWM) has been dropped from the schedule due to budget cuts.
- The A-76 study, which is a review of all Federal information technology positions to determine if any could be contracted out, will take a lot of time. The Office of the Chief Information Officer (OCIO) is doing the initial interviews.
- The FY 2004-2008 Strategic Plan Update is being updated and will incorporate all eGovernment initiatives.
- The Workstation Refresh project includes upgrade local hard drive capacity to greater than 40 GB; upgrading CPUs to 1.0 GHz, upgrading workstation BIOS (motherboard operating system), enhancing/updating the SC menu, upgrading to Windows XP Professional, and replacing/upgrading 33 percent of loaner pool notebooks.
- The Remote Access project has received a great response.
- The Disaster Recovery project may need additional funds if the new DOE Order has mandates that must be accomplished this fiscal year.
- Additional redesigns may be needed for the SC-1 Homepage Support project. The Customer Information Advisory Group (CIAG) should be involved in this project.
- Organizational Administrators (OAs) have done a great job with the EWM 1.2 project.
- A new development project may be added. The SC Financial Procurement System (SC-FAPS) will streamline the grants process between SC and the Chicago Operations Office. John Alleva is the champion. A feasibility study is being prepared and business requirements have been developed.

- The percentage of support center calls resolved by the first phone analyst before the end of the call has decreased. This is due to new call specialist still in training, one senior call specialist on disability, and increased calls on the new remote access solution. The percentage is expected to increase as the new specialist become more familiar with the SC environment and user become more familiar with remote access.

Special Reports

Chief Information Officer Consolidation of Information Management (IM) Services/eXCITE

Ted Griffin provided an update on the Extended Common Integrated Technology Environment (eXCITE) project, which is underway under the direction of the OCIO. The goal of eXCITE is to reduce costs and improve services by consolidating all aspects of common information technology (IT) systems and services throughout DOE Headquarters.

It is the SC-1 position that SC should not consolidate services until the OCIO can show the same level of performance that is currently provided by SC-41. eXCITE only covers approximately 14 percent of the services SC-41 provides, and the level of service is significantly less. In addition, the OCIO costs to provide services are higher than SC-41 costs.

Comparison analysis has been prepared and presented to Dr. Orbach, and informal meetings held with the OCIO. In addition, Ted Griffin has met with Gordon Errington, the eXCITE project lead, to determine if a compromise can be reached, although all decisions on eXCITE services will come from SC management. Outcomes of that meeting include the following.

- All Programs operate on the OCIO backbone, which is currently funded by the OCIO. Under eXCITE, Programs will be charged for support and maintenance of the backbone. This is the major difference in costs between eXCITE and SC-41 services.
- Griffin and Errington believe they can develop a win-win situation rather than Dr. Orbach and Karen Evans getting involved. They will continue to meet to determine if such a solution is possible.
- The OCIO asked for SC-41 help in how to better communicate with their customers.
- Dr. Polansky believes this is a multi-faceted problem. Reduced cost is important; however, it is also critical that the quality of service currently offered by SC-41 remain unchanged. The SC Headquarters mission provides funding for important scientific research and anything that impacts this is a cause for concern.

Information on the eXCITE project can be found at <http://cio-ops.doe.gov/excite/>.

ePME

Kimberly Rasar provided an update on the ePME project. Highlights included the following.

- There has been some confusion about the overlap between I-MANAGE and ePME.
- Program Secretarial Officers (PSOs) met recently to determine if the I-MANAGE and ePME projects should be combined. It was decided that, although there are touchpoints, ePME is a separate system and should remain a separate project. The ePME Board of Directors will sit on the I-MANAGE Steering Committee.
- An integration strategy is being developed.
- An updated business plan is being developed.

Additional information on the ePME project can be found at <http://epme.doe.gov/>

Security

Susan Lister discussed the following areas related to security. Questions and comments should be directed to her.

- Directive 205.1 (replaces Directive 470.1) was signed on March 21, 2003. All Programs are required to write Program Cyber Security Plans.
- A White Paper on remote access and foreign assignments was reviewed. This affects SC and their remote collaborations.
- The Cyber Security Program Manual is out for review.
- Wireless and Sanitation policies will be out for review soon.
- The FBI and IG are investigating attacks on Grid machines. The attacks have been traced to Brazil.
- The Pacific Northwest National Laboratory (PNNL) had volunteered to the first benchmark for Oracle 9i.
- The Policy Working Group has a new charter and several new members.
- The perimeter scan project is underway, but is having trouble with Berkeley and Oak Ridge.
- Argonne National Laboratory (ANL) just completed an OA investigation and came out with an A.

Other Issues

The SC standard word processing package is Microsoft Word; however, WordPerfect files are being received from other Programs, Agencies, and the Secretary of Energy. SC may want to consider adding more WordPerfect licenses.

Action Items

Action	Responsibility	Status
Provide I-MANAGE briefing handout to IM Board Members.	Ted Griffin	
Provide detailed I-MANAGE schedule to IM Board	Ted Griffin	
Provide information to IM Board on integration of I-MANAGE and SC systems.	Ted Griffin	
Determine if Microsoft Word is still the DOE Corporate approach	Ted Griffin	