

**Office of Science (SC) Information Management (IM) Board
Meeting Summary
July 11, 2002**

Agenda

10:00 - 10:10 Introduction

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

10:10 - 10:25 IM Services and Project Reports (Griffin)

- Review of Revised FY 02 IM Operating Plan based on approved budget.

10:25 - 11:00 SC HQ FY 03-07 IM Strategic Plan Development (Griffin)

11:00 - 11:30 IM Board Reports

- OA Report on IMSC (Talamini)
- Champions' Report on IMSC (Alleva/Stodolsky)
- Customer Information Advisory Group (CIAG) Monthly Report (Dilworth)
- Security Report (Thornock)

Meeting Attendees

Name		Role	Organization	Contact #	Attendance
Valdez	Bill	Chair	SC-5	6-9942	Local
Griffin	Ted	Exec. Sec.	SC-65	3-4556	Local
Battison	Charlene	Ex Officio Member Backup	OR	865-576-0633	Phone
Briscoe	Vianna	Ex Officio Member Backup	OAK	510-637-1742	Phone
Buswell	Steve	Member	SC-7	6-9741	Phone
Centeno	Kathi	Attendee	SC-65	3-5472	Local
Dilworth	Greg	Member	SC-17	3-2873	Local
Farrand	Sue	Attendee	SC-65	3-1884	Local
Forsythe	Todd	Attendee	SC-65	3-6409	Local
Hicks	Erskine	Ex Officio Member	OR	865-576-1113	Phone
Sier	Donna	Attendee	SC-22	3-4360	Local
Stodolsky	Marvin	Attendee	SC-72	3-4475	Local
Talamini	Karen	Member	SC-14	3-4563	Local
Thornock	Mark	Security Advisor	SC-80	3-2995	Local
Vann	Larry	Ex Officio Member	CH	630-252-2875	Phone
Woods	Bob	Member	SC-22	3-4801	Local
Yockman	Dick	Attendee	SC-65	3-3394	Local

Meeting Summary

Review Agenda and Action Items

Mr. Griffin reviewed the status of action items from the April meeting.

Action	Responsibility	Status
Determine whether a briefing on electronic proposals is still needed and schedule accordingly.	Ted Griffin	Closed. Ted is working with the CIAG and OAs, at the request of John Clark, to determine the process and automation needed.
Include a discussion on SC Homepage Support	Ted Griffin	Complete. See project status update.

Action	Responsibility	Status
to the agenda for the next IM Board meeting.		
Contact Steve Eckstrand to address his MS Exchange Upgrade questions.	Ted Griffin	Complete
Arrange a demonstration of RIMS for the next IM Board meeting.	Don Moody/Ted Griffin	Next Meeting
Cost out the WordPerfect 10 installation project, including Operating Plan schedule impacts.	Ted Griffin	Complete

An agenda item planned is information from Bill Nay on Official Use Only (OUO) policies.

Fiscal Year (FY) IM Services and Project Reports

The budget for this year is \$7.912 million and the projected budget for fiscal year (FY) 2003 is \$7.1 million. The FY02 Operating Plan has been revised to reflect the known budget and other projects that must be done.

- \$10,000 has been added to Hardware/software Review and Acquisition. Backorders are being filled, and the additional funds are depleted.
- \$20,000 has been budgeted for SC Homepage Support for SC-5, SC-7, and SC-10.
- MS Exchange Upgrade has been removed from this year's schedule.
- EWM1.2 has been eliminated from this year's schedule.
- MS Active Directory will complete 14 steps rather than the 12 originally scheduled.
- WordPerfect 10 Implementation has been added to the schedule and should be completed in November 2002.

Performance measures for May were also presented. Performance satisfaction continues to be well above the prior year, and internal changes and improvements continue to be made. E-mail has been operational (no unscheduled downtime) 100 percent of the time for the sixteenth consecutive month.

SC HQ FY 03-07 IM Strategic Plan Development

With requirements increasing and budgets decreasing, prioritization of IM projects is critical. Griffin interviewed Associate Directors/Office Directors (AD/ODs) from each Program Office, Drs Decker and Johnson, and Ed Cumesty, who is responsible for SC organizational and business process reengineering. The goal of the interviews was to gather AD/OD information on business objectives and IM needs of their organization and solicit input on what projects have the highest priority.

Ted Griffin provided the ranking package of SC IM requirements to CIAG members for their input. The package is also being provided to the Information Management (IM) Board, Organizational Administrators (OAs), and SC-65 Federal staff. On August 1, Griffin will bring

the Executive Steering Committee (ESC) results of the rankings and ask for final decisions on prioritization of IM projects.

The following factors could impact the ranking process, Strategic Plan, and Operating Plan, even after they are completed.

- E-Government (E-Gov). There are 24 projects Governmentwide that make up the E-Gov project, and 20 additional related projects are being planned by the DOE Chief Information Officer (CIO). Funding for these projects from the Programs will likely be requested, which will likely come from the IM budget.
- Possible IM recommendations from Ed Cumesty, who is leading a team assigned to identify opportunities to re-engineer processes within the Office of Science. He will not have information or requirements to Griffin before October, so planning activities will continue with the caveat that additional requirements or direction may impact the current process.
- Possible interface requirements between the Business Management Information System (BMIS), a DOE-corporate application being developed by the Chief Financial Officer (CFO), and the SC Financial Management System (FMS).
- Possible interface requirements between the Portfolio Management Environment (PME) project and IMSC. Weekly meetings are now being held with SC and PME project staffs to determine overlap areas, if any.

IM Board Reports

CIAG meeting topics in the past month included discussion on electronic submissions, performance measures, issues with Travel Manager 8, and possible PME impacts on IMSC.

The security report included information on the following.

- Computer Security Program Plans (CSPPs) are 50 percent current.
- The Government Information Security Reform Act (GISRA) continues to be a challenge.
 - All FY 2001 open findings are closed.
 - New metrics will be reported at the Program level. Performance will be tied to budget.
 - Chief Information Officer (CIO) developing new manuals.
 - Certification and Accreditation for unclassified systems
 - Risk assessment
 - Independent verification and validation
 - Draft Order on Official Use Only
- Headquarters cyber security self-assessment underway.
- SC-31 is preparing their own CSPP. ED Oliver is approving risk for his network.
- SC concurred on the IG audit on remote access policy.
 - Cyber crime, remote policy, and risk assessment guidance is being developed./
- SC non-concurred on the new cyber Order, DOE 476.x.

Action Items

- Dick Yockman will send an informational briefing on RIMS to IM Board members.
- Ted Griffin will send ranking packages to representatives from Oak Ridge and Chicago.
- IM Board member wishing to participate in the ranking exercise must have their input to Ted Griffin by close of business on Wednesday, July 17.
- Bill Valdez will personally invite non-participating IM Board members to the next meeting.