

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE CHIEF FINANCIAL OFFICER
NATIONAL FINANCE CENTER

Project Review Team (PRT) Meeting

USDA South Building – Lincoln Room 1623-S

Wednesday, May 11, 2011

9:00 a.m. – 12:00 p.m. EST

Call-In Number – (877) 925-5209 Passcode – 2572255

Agenda

9:00 a.m.	Welcome and Introductions	Gaynel Seibert
	Recap of February 16, 2011 PRT Meeting	
	Review of Action Items	
9:30 a.m.	Scheduled Release Discussion	
	<ul style="list-style-type: none">• Scheduled/Unscheduled Projects<ul style="list-style-type: none">○ Questions & Answers• Functional Requirements Document Status• Interagency Agreements Status	Tony Priola/PCO Team Gaynel Seibert Ed Spears
10:30 a.m.	Ongoing Initiatives/Project Discussion	
	<ul style="list-style-type: none">• Scheduled Release – CY11 12<ul style="list-style-type: none">○ PPS, EmpowHR, webTA• EmpowHR In-Sourcing• Legacy Risk Mitigation• Enterprise Reporting Solution• Customer User Acceptance Testing (CUAT)• Project Control Office Communication Plan• FRD web-Based Landing Page• Remedy• Help Desk Assessment	Lenny Bankston/Billy Dantagnan/ Charmaine Taylor Brenda Mandella/Billy Dantagnan Debby Tatum Steve Cunningham Santa Plummer Charles Stensrud Tony Priola Tony Priola Tony Priola
11:45 a.m.	Customer Comments	All
12:00 p.m.	Closing Remarks	Gaynel Seibert

Handouts:

- Agenda
- PRT Action Items, February 2011
- PRT Meeting Presentation, May 2011
- FRD Tracking Status, May 2011
- IA Tracking Status, May 2011
- EmpowHR In-Sourcing Presentation, May 2011
- Communications Plan Narrative
- Communications Plan Matrix
- Remedy Status
- Help Desk Consolidation

Future Meeting Dates:

- Wednesday, August 10, 2011
- Wednesday, November 16, 2011
- Wednesday, March 17, 2012
- Wednesday, June 6, 2012
- Wednesday, September 12, 2012

Facilitator: Gaynel Seibert

PRT Mailbox – PRTeam@usda.gov