

Project Review Team – Meeting Minutes – February 11, 2015

The following Departments/Agencies participated in the meeting:

Department of Agriculture (USDA)

- Departmental Management (DM)
- Farm Service Agency (FSA)
- Food and Nutrition Service (FNS)
- Natural Resources Conservation Service (NRCS)
- Forest Service (FS)

Department of Labor

Department of Homeland Security (DHS)

Department of Treasury (TR)

Department of Justice (DOJ)

Smithsonian Institution

Federal Deposit Insurance Corporation (FDIC)

NFC, GESD Representatives

- Gaynel Seibert, Project Control Branch (PCB)
- Chris Adoue, Acting Supervisor, Systems Requirements Branch (SRB)
- Ronald Douglas, Supervisor, Web Requirements Branch (WRB)
- Cheryl Carroll, Application Testing Branch
- John Faciane, Payroll Web Systems Branch
- Phil Guarino, Legacy PPS Risk Mitigation

Meeting Materials Provided

- Agenda
- PRT Meeting Minutes from November 11, 2014
- PRT Meeting Presentation February 2015
- Customer User Acceptance Test (CUAT) PRT February 2015
- *Insight* PRT February 2015
- Risk Mitigation for Legacy Payroll Personnel Systems PRT February 2015

Welcome and Introductions – Gaynel Seibert

Gaynel welcomed and thanked everyone for their attendance. Roll-call was taken.

Recap of November 11, 2014 PRT Meeting – Gaynel Seibert

Minutes and handouts were posted to the NFC Home Page on November 18, 2014 and are also available by GovDelivery. If you did not receive this information, please send an email to PRTeam@nfc.usda.gov.

Review Action Items – Gaynel Seibert

There were no open action items to report on.

PRT Updates – Gaynel Seibert

- PRT Standard Slides – Software Change Request statistics and Incident Report statistics were provided for PPS, *EmpowHR* and webTA. Callers were instructed to review the slides and if there were any questions, send a request to PRTeam@nfc.usda.gov.
- PRT Reports – Reports were provided on February 10, 2015.
Note: If you are not receiving the reports, please send an email to PRTeam@nfc.usda.gov.

Ongoing Initiatives/Project Discussion

- **Scheduled Release – CY15 PP06**
 - **Mainframe Applications – Chris Adoue**
 - **Web Applications – Ronald Douglas**

The projects scheduled for CY15 06 were reviewed. Please refer to the PRT report sent February 10, 2015, for details. If you are not receiving the PRT Reports, please email PRTeam@usda.gov.

CUAT questions were address during the CUAT presentation.

- **CUAT – Cheryl Carroll**

CUAT handout provided.

- PP06 CUAT Test Period will be held from March 3, 2015, through March 26, 2015.
- PP13 CUAT Test Period will be held from June 9, 2015, through July 2, 2015.
- PP20 CUAT Test Period will be held from September 15, 2015 through October 8, 2015.

Accomplishments included completing CUAT for the CY14 W-2 Wage and Tax Statement, and CY15 PP01 FEHB Eligibility for Seasonal and Intermittent Employees

Currently, the staff is preparing for Forest Service Reload and CY15 06 CUAT. Testing will occur from March 3, 2015 through March 26, 2015.

A CAPPS notice will be sent.

- ***INSIGHT* – John Faciane**

INSIGHT Enterprise Reporting Solution handout provided.

INSIGHT Stabilization timeline (reviewing for completeness, accuracy and efficiency) – March 2014 through March 2015.

Accomplishments included completing System Integration Testing for Workforce Profile Re-Design and Personnel History Re-Design.

Currently, we are conducting User Acceptance Testing for the Workforce Profile Re-Design, and the Personnel History Re-Design. Requirements are being finalized for the inclusion of webTA and Paycheck8 information and the Locator/LIST information.

- **Risk Mitigation for Legacy Payroll/Personnel Systems – Phil Guarino**

Risk Mitigation for Legacy Payroll/Personnel Systems handout provided.

Project will convert the Legacy Payroll/Personnel System from IDMS to DB2.

Accomplishments include replacement of Direct Access Storage Device (DASD), and expanded development payroll/personnel DB2 database to full size. Currently working on resolving Global Analysis exceptions, Phase I refresh process, and preparing for online and batch performance testing of refreshed PPS applications with PP 01 data.

Phase II of project is heavily dependent on ITSD and GESD completing tasks timely.

- **Software Change Request (SCR) Form Change – Gaynel Seibert**

The revised Software Change Request form has been approved by NFC management. A decision was made to pilot the revised form before making it available to all customers. Comments will be reviewed by PCB. USDA, DOJ, DHS, and Smithsonian volunteered to participate.

- **Customer Comments –**

A CUAT Kick-Off Meeting notification will be sent on February 18, 2015. Information pertaining to social security numbers will be included.

The following SCRs are scheduled for CY15 PP06.

- SCR #769241 – PPS CR#25707 Treasury/OFR Long Term Care (LTC)
- SCR #680717 – Ability to Change Retire SCD w/o Changing Leave SCD
- SCR #213087 – Modify Non-Fed TSP Plans T1, T2, T3, T4 and T5 to Accept Percentages

- **Closing Remarks – Gaynel Seibert**

The next meeting is scheduled for May 6, 2015, 10:00 a.m. eastern time. An email will be sent out three weeks prior to the meeting requesting submission of any questions that you would like to discuss.