

Project Review Team – Meeting Minutes – May 4, 2016

The following Departments/Agencies participated in the meeting:

Department of Agriculture (USDA)

- Natural Resources Conservation Service (NRCS)
- Food and Nutrition Service (FNS)

Farm Credit Administration (FCA)

Department of Justice (DOJ)

Department of Treasury (TR)

Bureau of Fiscal Services (BFS)

Smithsonian Institution

U.S. Government Publishing Office

Commodity Futures Trading Commission (CFTC)

NFC, GESD Representatives

- Rick Culotta, Supervisor, Project Control Office (PCO)
- Gaynel Seibert, PCO
- Keith Piner, PCO
- Ronald Douglas, Supervisor, Web Requirements Branch (WRB)
- Santa Plummer, Supervisor, Applications Testing Branch (ATB)
- Francine Murray-Stewart, Supervisor, Payroll Web Systems Branch (PWSB)

Meeting Materials Provided

- Agenda
- Project Review Team (PRT) Meeting Minutes February 24, 2016
- Action Items, PRT February 2016
- PRT Meeting Presentation May 2016
- Schedule Release CY16 13 Community-Wide PRT May 2016
- Customer User Acceptance Test (CUAT) May 2016
- INSIGHT Enterprise Reporting Solution PRT May 2016

Welcome and Introductions – Gaynel Seibert

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

Recap of February 24, 2016 PRT Meeting – Gaynel Seibert

Minutes and handouts were posted to the NFC Home Page on March 2, 2016 and are also provided via GovDelivery. If you did not receive this information, please send an email to PRTeam@nfc.usda.gov.

Review Action Items – Gaynel Seibert

Action Item from February 24, 2016, Request for timeline and list of standard reports that NFC will move from FOCUS to INSIGHT – Email sent to PRT members on February 26, 2016 stating NFC is working on converting CULPRT reports, not currently in the Reporting Center, to INSIGHT before the FOCUS shutdown. A timeline has not been established, but will be provided once it is. Reports that are currently in the Reporting Center will be converted at a later date.

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 Monday, May 2, 2016.
Note: If you are not receiving the reports, please send an email to PRTeam@nfc.usda.gov.

Ongoing Initiatives/Project Discussion

- **Review Scheduled Release – CY16 PP13 – Ronald Douglas**

Handouts were provided for Calendar Year 16, Pay Period 13, Scheduled Release Community-Wide projects.

The following Software Change Requests (SCR) were presented:

- 1049737 – EmpowHR MSS ‘View Attachment’ Button on Submit Page
- 1126316 – USDA FS Reporting on Future Actions
- 1146041 – Missing Future Accession Actions in EmpowHR – DEA

- **CUAT – Santa Plummer**

A handout was provided for CUAT.

CY16 CUAT Scheduled Release Dates were provided.

Currently conducting CUAT for the following:

- 794885 – Peace Corps webTA 3.8 Implementation

Preparing to conduct CUAT for Scheduled Release CY16 13

- **INSIGHT – Francine Murray-Stewart**

A handout was provided for INSIGHT Enterprise Reporting Solution.

March and April 2016 Timeline provided for MD715 RCLF Modifications, Daily T&A Data, FOCUS Reporting Areas to include TMGT/MASC Implementation – NFC Security (Testing) and RETM.

Recent accomplishments included beginning development of Daily T&A Data, 2016 Disaster Recovery Drill (mock drill conducted at COOP location to ensure INSIGHT was available), FOCUS Reporting areas Additional Phases Defined, and MD715 Modifications EEOC Testing.

Continue to monitor daily application performance, and data/report accuracy, issue remediation, and user support/training.

- **Interim Interagency Agreement (IA) - Rick Culotta**

Change to the Interagency Agreement process related to the SCR was provided. A CAPPS notification describing the new process was sent on April 28, 2016. A copy of the notification will be posted with the PRT minutes.

Customer Comments – There were no comments

Closing Remarks – Gaynel Seibert

The next meeting is scheduled for August 10, 2016, 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.