

## **Project Review Team – Meeting Minutes – August 10, 2016**

### **The following Departments/Agencies participated in the meeting:**

Department of Agriculture (USDA DM)

- Natural Resources Conservation Service (NRCS)

Department of Commerce (DOC)

Congressional Budget Office (CBO)

Department of Homeland Security (DHS)

Department of Justice (DOJ)

Farm Services Agency (FSA)

Federal Deposit Insurance Corporation (FDIC)

Government Printing Office (GPO)

Library of Congress (LOC)

NFC, GESD Representatives

- Keith Piner, PCO
- Ronald Douglas, Supervisor, Web Requirements Branch (WRB)
- Francine Murray-Stewart, Supervisor, Payroll Web Systems Branch (PWSB)

### **Meeting Materials Provided**

- Agenda
- Project Review Team (PRT) Meeting Minutes May 4, 2016
- PRT Meeting Presentation August 2016
- Schedule Release CY16 20 Community-Wide PRT August 2016
- Customer User Acceptance Test (CUAT) August 2016
- INSIGHT Enterprise Reporting Solution PRT August 2016

### **Welcome and Introductions – Keith Piner**

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

### **Recap of May 4, 2016 PRT Meeting – Keith Piner**

Minutes and handouts were posted to the NFC Home Page on May 11, 2016 and are also provided via GovDelivery. If you did not receive this information, please send an email to [PRTeam@nfc.usda.gov](mailto:PRTeam@nfc.usda.gov).

### **PRT Updates – Keith Piner**

- 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](mailto:PRTeam@nfc.usda.gov).
- PRT Reports – Reports were provided on Monday, August 8, 2016.  
**Note:** If you are not receiving the reports, please send an email to [PRTeam@nfc.usda.gov](mailto:PRTeam@nfc.usda.gov).

## **Ongoing Initiatives/Project Discussion**

- **Review Scheduled Release – CY16 PP20 – Ronald Douglas**

Handouts were provided for Calendar Year 16, Pay Period 20, Scheduled Release Community-Wide projects.

The following Software Change Request (SCR) was presented:

- 1086796 – Correct EmpowHR Recon Report – The FRD will be posted by August 12, 2016.

- **CUAT – Cheryl Carroll**

A handout was provided for CUAT.

CY16 CUAT Scheduled Release Dates were provided.

Currently conducting CUAT for the following:

- 533561 – Upgrade DHS to webTA 4.2

Preparing to conduct CUAT for Scheduled Release CY16 20

- **INSIGHT – Francine Murray-Stewart**

A handout was provided for INSIGHT Enterprise Reporting Solution.

June, July, and August 2016 Timeline provided for Daily T&A Data, TMGT/MASC Implementation, FOCUS Reporting Areas, and Disaster Recovery Drill.

Recent accomplishments included development of MD715 Modifications, Daily T&A Data, FOCUS Reporting Areas, and TMGT/MASC testing.

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

**Customer Comments** – There were no comments

## **Closing Remarks – Keith Piner**

The next meeting is scheduled for November 2, 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.