

Project Review Team – Meeting Minutes – November 2, 2016

The following Departments/Agencies participated in the meeting:

Department of Agriculture (USDA DM)

- Food Nutrition Service (FNS)

Congressional Budget Office (CBO)

Department of Treasury (TR)

Department of Homeland Security (DHS)

Department of Justice (DOJ)

Farm Services Agency (FSA)

Government Printing Office (GPO)

Smithsonian Institution (SI)

NFC, GESD Representatives

- Keith Piner, PCO
- Dorinda Dorset, Web Requirements Branch (WRB)
- Carolyn Ebron, Applications Testing Branch (ATB)
- Michael Watts, Payroll Web Systems Branch (PWSB)

Meeting Materials Provided

- Agenda
- Project Review Team (PRT) Meeting Minutes August 10, 2016
- PRT Meeting Presentation November 2016
- Schedule Release CY17 06 Community-Wide PRT November 2016
- Customer User Acceptance Test (CUAT) PRT November 2016
- INSIGHT Enterprise Reporting Solution PRT November 2016

Welcome and Introductions – Keith Piner

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

Recap of August 10, 2016 PRT Meeting – Keith Piner

Minutes and handouts were posted to the NFC Home Page on August 11, 2016 and are also provided via GovDelivery. If you did not receive this information, please send an email to 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.
- PRT Reports – Reports were provided on Monday, October 31, 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 PP20 – Dorinda Dorsey**

Handouts were provided for Calendar Year 17, Pay Period 06 Scheduled Release, Community-Wide projects. SCR 1121493, Remove Children of Same-Sex Domestic Partners Coding from FEHB Enrollments was presented.

- **CUAT – Carolyn Ebron**

A handout was provided for CUAT.

CY17 CUAT Scheduled Release Dates were provided.

Currently conducting CUAT for the following:

- 1085154 – CFTC EmpowHR Implementation
- 1142166 – MedPAC PPS, webTA 3.8, EmpowHR Implementation
- 1167949 – Wounded Warriors Federal Leave Act of 2015
- 1277909 – DNSFB webTA 3.8 Implementation
- 1347087 – DHS, DOJ, and USDA webTA 3.8.30 Release Implementation

Preparing for Form W-2, Wage and Tax Statement 2016 Acceptance Testing scheduled for November 7 – 18, 2016.

Stephanie Forster, Treasury, reported that the timeline provided after the meeting on Tuesday, did not match what was discussed at the meeting. Carolyn advised Stephanie to send email to group mailbox and she will review what was reported on the timeline. This project is scheduled for CY16 24. The FRD is posted on the NFC home page.

- **INSIGHT – Michael Watts**

A handout was provided for INSIGHT Enterprise Reporting Solution.

September, October, and November 2016 Timeline provided for Daily T&A Data, FOCUS Reporting Areas (SETS, RETM Master, and HUD Biweekly & YTD and NFC Internal Projects).

Recent accomplishments included development of Daily T&A Data, TMGT/MASC, FOCUS Reporting Areas (RETM Master) and Disaster Recovery Drill.

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 February 8, 2017, 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.