

# Project Review Team – Meeting Minutes – February 7, 2018

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

Department of Agriculture (USDA)  
Department of Homeland Security (DHS)  
Department of Justice (DOJ)  
Department of Treasury (TR)  
Small Business Administration (SBA)

NFC, GESD Representatives

- Gaynel Seibert, Project Control Office (PCO)
- Josie Stovall, Systems Requirements Branch (SRB)
- Phyllis Graves, Applications Testing Branch (ATB)

## Meeting Materials Provided

- Agenda February 2018
- PRT Meeting Presentation February 2018
- Schedule Release CY18 06 Community-Wide PRT February 2018
- Customer User Acceptance Test (CUAT) PRT February 2018

## Welcome and Introductions – Gaynel Seibert

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

Minutes from the November 1, 2017 meeting were posted to the NFC Home Page on November 3, 2017.

## 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](mailto:PRTeam@nfc.usda.gov).
- PRT Reports – Reports were sent via GovDelivery on Monday, February 6, 2018.
- **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 – CY18 PP06 – Josie Stovall**

A handout was provided for Scheduled Release CY18 06 Community Wide Projects.

Josie presented SCR Project 31423 - NFC 2018 Personal Benefit Statements. The tentative deadline for submitting agency specific requirements was December 19, 2017. NFC is not able to guarantee the programming of requirements received after the deadline. Sample copies will be provided to agency POCs. Testing will be available in CUAT.

- **CUAT – Phyllis Graves**

A handout was provided for CUAT.

CY18 CUAT Scheduled Release Dates were furnished.

Completed CUAT for the following:

- CY17 PP22 Project 30842, Paycheck 8 Release 17.8.1.0: October 10, 2017 – November 3, 2017
- CY17 PP24 Project 1437931, Cyber Security Data Elements: November 7, 2017 – December 1, 2017
- CY17 PP25 Project 1549550, End of Year Processing for W2s 2017: November 6, 2017 – November 17, 2017

Currently preparing to conduct CUAT for the following:

- CY18 PP04 Project 32665, WebTA 4.2.10 SP 7: January 30, 2018 – February 23, 2018
- CY18 PP06 Scheduled Release: February 27, 2018 – March 23, 2018 (Project 31423, 2018 Personal Benefits Statements will be available to test.)
- CY18 PP13 Scheduled Release: June 5, 2018 – June 29 17, 2018

**Customer Comments** – There were no comments

**Closing Remarks** – Gaynel Seibert

The next meeting is scheduled for May 16, 2018, 10:00 a.m. eastern time. An email will be issued three weeks prior to the meeting requesting submission of any questions that you would like to discuss.