

**EmpowHR Project Review Team  
Action Items from the August 26, 2010 Meeting**

No.	Action Item	Responsible Staff	Meeting Date	Status/Notes
1	<p>Karen DeCesaris, DHS, recommended that NFC have someone from agencies that are EmpowHR users participate in the reviewing process and help evaluate and categorize the EmpowHR projects.</p> <p>CMB will discuss whether/how customers can be involved in determining projects impact to the NFC systems.</p>	Cindy Suarez	8/26/2010	<b>Closed.</b> 11/18/2010. In-sourcing will give NFC more control over the resources and changes. NFC has a process in place, which includes customers.
2	<p>DaMischa Phillip, DHS, requested that NFC identify systems separately on the PRT reports.</p> <p>PCO will review whether a secondary system impact can be listed on the PRT reports.</p>	Tony Priola	8/26/2010	<b>Closed.</b> 09/2010. System was added to the CCB/PRT reports. We also added a combo PPS/EmpowHR designation.
3	<p>PCO will add the Department Code to the FRD Tracking Status POP report and the IA Tracking Spread Sheet Status POP for PRT report.</p>	Tony Priola	8/26/2010	<b>Closed.</b> The Department Code has been added to the IA Tracking Shpreadsheet.
4	<p>PCO will add Interagency Agreements (IAs) older than 1 month to the IA Tracking Spreadsheet Status POP report for EmpowHR report.</p>	Tony Priola	8/26/2010	<b>Closed.</b> 10/2010. Color coded spreadsheet for IA Tracking. Red - SCR has been implemented (IA not signed). Yellow - IA at the agencies for over 1 month.
5	<p>PCO will review the IR Description report to determine if changes can be made to the progress status column and add a description of the project.</p>	Tony Priola	8/26/2010	<b>Closed.</b> 9/2010. Per HRLOB Operations. Report is redundant to IR detail report. We will no longer produce this one.