

## **Project Review Team – Meeting Minutes – November 4, 2015**

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

#### Department of Agriculture (USDA)

- Departmental Management (DM)
- Food and Nutrition Service (FNS)
- Forest Service (FS)
- Farm Service Agency (FSA)

#### Department of Justice (DOJ)

#### Department of Treasury (TR)

#### Federal Deposit Insurance Corporation (FDIC)

#### Library of Congress

#### NFC, GESD Representatives

- Gaynel Seibert, Project Control Office (PCO)
- Cindy Suarez, Chief, PCO
- Santa Plummer, Supervisor, Applications Testing Branch (ATB)
- Michael Watts, Payroll Web Systems Branch (PWSB)
- Alan Bowman, Web Requirements Branch (WRB)
- Johnny Ferris, Legacy Risk Mitigation Staff (RMS)

### **Meeting Materials Provided**

- Agenda
- Project Review Team (PRT) Meeting Minutes August 12, 2015
- PRT Meeting Presentation November 2015
- Schedule Release CY16 06 Community-Wide PRT November 2015
- Customer User Acceptance Test (CUAT) PRT November 2015
- *INSIGHT* Enterprise Reporting Solution PRT November 2015
- Risk Mitigation for Legacy Payroll Personnel Systems PRT November 2015

### **Welcome and Introductions – Gaynel Seibert**

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

### **Recap of August 12, 2015 PRT Meeting – Gaynel Seibert**

Minutes and handouts were posted to the NFC Home Page on August 13, 2015 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).

### **Review Action Items – Gaynel Seibert**

There were no Action Items to discuss from the meeting held on August 12, 2015.

## **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 provided on Monday, November 2, 2015.  
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 PP06 – Alan Bowman**

Pay Period 06 Schedule Release handout for Community-Wide projects was provided.

The following SCR was presented:

SCR 1008160 – Enable the “Related Content and Related Actions” functionality on the Job Data Screen to allow EmpowHR users to access to Related Content for Position and Payroll documents on the HR processing page.

CUAT for this project will take place PP 05, 2016.

- **CUAT – Santa Plummer**

CUAT handout was provided.

High-level Timeline CY15 CUAT Scheduled Release Dates have all been completed.

Currently conducting CUAT for the following projects:

- CY15 PP 22 Scheduled Release
  - Project 766433 FEHB Self Plus One Enrollment – Go/No Go Decision on November 5, 2015 to move forward with Pay Period 22 implementation
  - Project 993839 Add pop-up to EPP’s 2809 (Premium Conversion)
  - Project 1117577 Remove references to PlanSmartChoice in EPP

Upcoming CUAT initiatives include 2015 Form W-2, Wage and Tax Statements (test W2s will be packaged and sent out this week), and the CY15 PP25 Scheduled Release

**NOTE:** SCR 1034904, FEHB Program Self Plus One: Limited Enrollment Period has not been scheduled for implementation, therefore, CUAT dates cannot be provided. You will be notified when this information is available.

- ***INSIGHT* – Michael Watts**

*INSIGHT* Enterprise Reporting Solution handout was provided.

Recent accomplishments include DOJ Implementation of EmpowHR data, Disaster Recovery, FOCUS Reporting Implementation, Phase I (TMGT and MASC tables), and defined scope for Build 3 (daily T&A data and FOCUS reporting for additional phases.)

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

- **Risk Mitigation for Legacy Payroll/Personnel Systems – Johnny Ferris**

Risk Mitigation for Legacy Payroll/Personnel Systems handout was provided. Project will convert the Legacy Payroll/Personnel System from IDMS to DB2.

**Phase 1**

- Currently working on migration of refreshed batch code into ChangeMan ZMF and Testing LOCKMAN parameters on MF

**Phase 2**

- Currently working on the final iteration of the Detailed Analysis reports and writing online and batch test scripts

We are also currently reassessing the implementation date due to the magnitude of software changes to become CARS compliant and a number of upcoming legislative software changes that are time sensitive.

**Customer Comments** – There were no comments

**Closing Remarks – Gaynel Seibert**

The next meeting is scheduled for February 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.