

IFAP Conversion/Migration
Issue Log

Item #	Description	Responsible	Priority	Issue Date	Complete Date	Comments
1	Complete task order.	Raulin	H	4/18/2000	Open	>Task order hasn't been finalized. Helene has requested that the Schools Portal and IFAP task orders be consolidated into a single task order. >Need to have consolidated comments list to Maria by Friday (4/28). >Submitted consolidated task order, with Beacon and Exolve's input.
2	Discuss/coordinate setup of hardware/software at the VDC with Karen Anderson.	Raulin/Anderson	H	4/18/2000	Open	>Have submitted hardware and software requirements for development of the purchase order. >Will need to provide a copy of the project plan to Karen once it has been finalized.
3	Contingency planning: 1. BTG extension 2. VDC support of Lotus Notes	Kennedy	H	4/18/2000	Open	>The first choice is to extend the BTG contract through the end of the calendar year. >Colleen will be working to get the contract extended. >Colleen is handling. Doesn't anticipate any problems.
4	Need to ensure proper integration with Schools Portal being developed by Exolve.	Raulin/Foy McCabe	H	4/18/2000	Open	>Do we need periodic meetings between both teams to ensure agreement on integration points? >Integration points: 1. Search engine 2. Responsitory 3. Push documents to user 4. Links to documents 5. Document management 6. Reporting (SQL, Viador, Microstrategy) >Maria is setting up a meeting to discuss Interwoven. >Meeting has been setup for 5/8/00 and 5/9/00 to discuss integration
5	Non disclosure agreement with Beacon	Raulin	M	4/18/2000	Open	>Contacted Fredericka Sneed. Awaiting response.
6	Need to finalize search engine approach	Beacon	H	4/18/2000	Open	>Autonomy search engine selected to work with Oracle 8i. >Beacon needs to review Autonomy to determine how well it will fit into the new site. >Autonomy has been selected as the search engine. Beacon needs to review the application and provide feedback to the team as to
8	Check on shared webspace for project management	Logsdon	M	4/18/2000	Open	>Website: www.ecs.rams.com/accessamerica >May use to coordinate schedules (calendar), share messages (email), share documents. >Sent an email message to Wendy Crabbs, but haven't received a response yet. >Mike is visiting the company to discuss their system. >Solution was too expensive. Looking at other alternatives.
9	Determine document conversion strategy	Beacon	H	4/18/2000	Open	>How to ensure that all documents are converted? >Incremental changes? >May want to get an estimate on the number of documents added/modified by day or by week. >Initial load of documents will allow Schools Channel staff to become familiar with the new IFAP site. >Document conversion strategy will be addressed in the Requirements -draft and final documents. SFA should review the strategy at this time and provide comments to Beacon.

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11	Determine the minimum web browser requirements (Microsoft Internet Explorer, Netscape Navigator, Lynx etc.)	Raulin	H	4/18/2000	Open	>Beacon searched IFAP documentation but couldn't find browser requirements. >Maria brought up the potential need to take Lynx into account. Lynx is a browser used by the visually impaired. This brings up issues of accessibility. >Agreed that Y2k compliance is a requirement of the minimum web browser. >Sandi to do more research. >Exolve has determined the minimum requirements. Mark requested
12	Complete/update project plan	Beacon/Raulin/Exolve	H	4/18/2000	Open	>Beacon and Exolve have supplied a first cut of the project plan for their efforts. These have been consolidated into a single, master plan. At a high level, these plans have been communicated to Helene for review. >Need to ensure that the plans are structured in accordance to the IPT methodology standards. Should be following the Website development IPT standards. >Raulin to schedule a meeting with Exolve and Beacon to refine project plan. >Project plan has been updated and reviewed by Exolve and Beacon. High level dates have been agreed to. >Need to include document, training, content management process, etc.
13	Need to determine the IFAP interface requirements	Beacon/Raulin/Kennedy	L	4/18/2000	Open	>Comment by Kay: Eliminate revolving messages from future IFAP releases.
14	Setup weekly status meetings for IFAP team.	Raulin	M	4/18/2000	Open	>Want to have separate meeting for IFAP team. >Raulin to setup meeting schedule. >Raulin will attend Schools Portals meetings and provide updates to them and provide feedback to IFAP team members. >Plan to use AC MeetingPlace for dial in access. Will allow for recording/playback of meetings. >Meetings scheduled for Wednesdays from 2-3pm. Raulin to get room
16	Need to develop an inventory sheet of all documents in current IFAP that will be converted over to Oracle 8i version.	Beacon	H	4/18/2000	Open	>Will be used to ensure that all documents have been transferred over to the new application. Need to take into account documents and versions of documents. >Review of document list has been built into project plan. Beacon to
17	Develop charter for the IFAP project.	Logsdon	M	4/18/2000	Open	>Mike to develop as part of the overall Schools Portal/IFAP project charter by 5/5/00.

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21	Get user requirements document for IFAP from customer (Schools Channel).	Kennedy	H	4/18/2000	Open	>Beacon has already been developing a requirements document based on the original requirements document for IFAP. Beacon is updating the document with new information resulting from the conversion to Oracle 8i. >Colleen to provide (by 5/8/00) Beacon with requirements (i.e., content management participation by outside parties) in addition to those required to transfer existing functionality from Lotus Notes Domino to Oracle 8i interMedia. >Will incorporate into comments on draft version of requirements to
23	Provide Autonomy API/documentation to Beacon to assist in the development of the project plan.	Raulin	H	4/18/2000	Open	>Must resolve non disclosure agreement issues with Autonomy before documentation will be provided.
24	Need further clarification on replication with the Technical Architect. From the diagram developed, with the Web Server between two firewalls, it looks as if there will be no	Anderson	H	4/24/2000	Open	>Will discuss this issue during the 5/8/00 and 5/9/00 integration point discussion meetings between AC, SFA, Exolve and Beacon.
27	Discuss strategy on the operations maintenance side.	Raulin/Foy McCabe/Kennedy	M	4/26/2000	Open	>Need to determine who will handle the system once it goes into production. >Technical problems? >Content issues?
29	Get written relief for version 1.0 where project team will not be following IPT (I.e, deliverables).	Raulin/Foy McCabe	H	4/26/2000	Open	>Project team will be following the Web development version of the IPT. May not complete all steps and deliverables as specified. Need to get
30	Need to determine application maintenance organization.	Raulin/Bondurant	H	4/26/2000	Open	>Maria working with Helene to determine what organization structure will be needed to support the IFAP site in a maintenance mode.
31	Update IFAP project Business Case.	Logsdon	M	4/26/2000	Open	>Need to update business case to correspond to the task order. >Mark to forward copy of Johann's Business Case to Mike for handling. >Forwarded to Mike on 5/18/00.
32	User roles within current IFAP system.	Kennedy	H	5/2/2000	Open	>Beacon needs to understand all of the various user roles currently used within IFAP. Can a control list with definitions for each type be provided? >Colleen to included in SFA's additional requirements (item 21).
33	Provide databases to Beacon -- Home and Verification Guide.	Kennedy	H	5/2/2000	Open	>Beacon cannot locate these databases. A copy needs to be provided. >Colleen to provide copy via email
35	Determine the integration between Interwoven for IFAP and Interwoven for the Intranet for content management.	Raulin/Bondurant	H	5/4/2000	Open	>Will both efforts be treated separately or a combined effort?
36	Will access be allowed directly to IFAP or must they go through the Schools Portal?	Kennedy	H	5/8/2000	Open	
37	Beacon to provide Autonomy search information to Exolve by 6/15/00.	Beacon	H	5/8/2000	Open	>Action item highlight during 5/8/00 technical architecture meeting.
38	Need to determine migration strategy to the VDC	Raulin	H	5/8/2000	Open	>Action item highlight during 5/8/00 technical architecture meeting.
39	Need to determine testing strategy	Raulin	H	5/8/2000	Open	>Action item highlight during 5/8/00 technical architecture meeting.

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40	Need to setup clearances for testing at the VDC.	Raulin	H	5/8/2000	Open	>Action item highlight during 5/8/00 technical architecture meeting. >Must get clearances well in advance of testing effort in order to ensure testing happens on time. >Will need if development machines are located at the VDC. >Sandi is looking into getting the forms (5/17/00).
41	Provide electronic copies of AC documentation to team members.	Raulin	H	5/8/2000	Open	>Action item highlight during 5/8/00 technical architecture meeting. >Karen Anderson brought up need for all to read document.
42	Can we get NT versions of software and trade them in for Sun versions?	Raulin/Magedis	H	5/17/2000	Open	>If the Sun Solaris hardware cannot be obtained on time, can we start development using NT and port it to the Sun once the hardware comes in? If so, we need to try and get NT versions of the software. Will want
43	Status of Beacon training for Autonomy, Interwoven, etc.	Raulin/Beacon	H	5/17/2000	Open	>Maria is working to setup a dedicated training class on Autonomy with John Cronin of Autonomy. She is awaiting an estimate from them.
44	Check on what Viador can do in the area of Content Management	Beacon	H	5/17/2000	Open	>Looking into the possibility that Viador can be used to do the content management portion instead of Interwoven. Must be able to handle the versioning and workflow like Interwoven. Beacon to briefly look into