

Dear SFA Partner;

As you know, as part of SFA`s aggressive modernization plan the Department is developing a Web Portal that will provide the “front door” to all existing SFA Websites. Version .01 will allow you to personalize and customize data flow, provide you with a cutting edge search engine, as well as timely SFA “newsbriefs.”

The Business Requirements for the Portal have been written. We **want** and **need** your input during the initial design phase of the project. Specifically we would like you to assist in the review of initial functionality, and to identify system priorities for us as we move forward.

We plan to accomplish our mission through a series of “virtual” design workshops to be held between mid June, and mid July. Initially, we plan to do an on-line walk through of the project using teleconferencing to connect the User Group. Subsequent sessions will continue to cover logic flows with increased on line access for the users. We anticipate the need to conduct at least two and possibly three “virtual” sessions that will be approximately three hours in duration. We have not, however, ruled out the possibility of a “Face to Face” session. We are looking into room availability at the NASFAA Conference in July.

Early this fall, we will ask a smaller group of FAAs to further assist our efforts by testing the product. This will involve hitting the system in an attempt to “break” and improve it prior to the scheduled release date of September 30.

We hope that you or a member of your staff will assist us in this endeavor. We need your support on this project to enable us to build the type of Portal with the look, feel, and functionality that you want and deserve.

We need to hear from all interested parties by close of business Thursday June 1. If we do not receive a favorable response by that date, we will assume that you can not assist us in the initial build and design phase. Our intent is to provide additional information and further instructions to users during the week of June 5.

Should you have questions please contact Gary Garoffolo at 202.260.4751 or ggaroffolo@kpmg.com

Sincerely,
Kay Jacks
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