

E-Sign Mad Dog Project

6/19/01 Weekly Meeting Minutes

1:00 – 2:00 ROB Room 5009

Attendees:	<p>CIO – Charlie Coleman, Steve Allison OGC – Ron Sann, Lee Harris, Harold Jenkins PDD – John Kolotos DCS – David Yang Mod Partner – Mike Gibbons, Heather Burke, Yateesh Katayal CIO (Interns) – Sarah Edwards, Amy Langenstein</p>
Topics Covered	<p>Mad Dog Project Update</p> <p>1) <u>Documentation Effort</u>. To prepare for the 6/22 Management Council presentation, purpose of today’s meeting was to hear comments from the Mad Dog team on the book. Table of Contents, Chapter Summaries, Cost-Benefit, and From Paper to Electrons chapters were emailed to entire Mad Dog team on 6/15 and 6/18. DL Approach chapter was emailed to DLO and DLC; Risk Analysis chapter was emailed to Legal/Policy working group.</p> <p>a) Book Overview. Read through Table of Contents and explained the book’s chapters.</p> <p>b) Cost-Benefit Chapter. Handed out savings spreadsheet, explaining there are data gaps. No one was at the meeting who could fill in the gaps, except for DCS who is currently working to confirm their savings picture. Will need to contact DLO and DLS again to get answers to remaining questions and continue working with DCS. DLC cost-savings diagram is complete.</p> <p>c) From Paper to Electrons Chapter. Missing some numbers for the cost-benefit table, but people who can provide the numbers aren’t in attendance. Will recontact appropriate personnel to fill in the gaps.</p> <p>d) Risk Analysis Chapter. OGC wants to review this chapter once it is complete—await DLO’s analysis in response to the Dept of Treasury Electronic Authentication policy. OGC suggested DLO contact them for help with this analysis. OGC also suggested restructuring the book to make sure it focuses on crucial components, like the GPEA requirement for risk analysis. After initial Management Council presentation, the book will be structured to make sure it has the proper focus.</p> <p>e) DL Approach Chapter. OGC wants to review this chapter since the mapping to the Standards is included here. Decision on PIN distribution/expressed consent may affect the mapping. DLC will be forwarding screen shots as soon as possible to complete this chapter.</p> <p>Workgroup Updates</p> <p>2) <u>Legal/Policy</u>:</p> <p>a) PIN Distribution/Expressed Consent. Decision will be made at June 22nd Management Council to resolve this issue. This decision will help answer remaining NCHELP questions.</p> <p>b) NCHELP Questions. Sent out final draft answers yesterday. Await decision from June 22nd Management Council to help finalize the answers (see 1)a above).</p> <p>c) NCS Contract Review. Issue is back in Innovations’ hands for next steps.</p> <p>3) <u>Technology Update</u>: none</p> <p>4) <u>Business Processes</u></p> <p>a) DCS. Continue working with Mod Partner to discuss cost-benefit process diagram.</p>
Action Items	<ul style="list-style-type: none"> • Look for artifact that would document meeting where PIN hit decision was made (Sattler) • Respond to final push for answers to data gaps in Cost-Benefit and From Paper to Electrons chapters (DLO, DLS) • DLO may want to contact OGC for input on the Dept of Treasury E-Authentication policy analysis (DLO). • Provide Legal/Policy Working Group with Risk Analysis and DL Approach chapters once fully complete so they can provide final legal review (Innovations) • Let OGC know if they should attend the June 22nd Management Council for the documentation presentation (Coleman)



	<ul style="list-style-type: none"> • Make sure the documentation book focuses on the most important components via the Executive Summary, chapter structure, or chapter renaming (Innovations) • Give project plan updates to Jessica.Hess@ed.gov. (All)
Agenda Items for Next Meeting	<ul style="list-style-type: none"> • Tuesday, 6/26/01 1:00 – 2:00 ROB3 (Room 5009) Weekly Mad Dog Status Update. <p>All e-sign documents are available in Outlook under: Public Folders > All Public Folders > OSFA > OCIO > Innovations > E-ID Mad Dog.</p>

