

**U.S. Department of Education  
Student Financial Assistance (SFA)  
Modernization Partner Program  
Task Order 65 Electronic Master Promissory Note (eMPN)**

**Project Management/Integration Support Report – June 2001**

**Purpose of Project Management/Integration Support Report**

The report summarizes our weekly accomplishments and any project or contract issues that occurred during the month of June. Attached you will also find the artifacts that reflect our project management support for the E-Sign Mad Dog during the time period of this report.

**TO 65 Work Description**

SFA is enhancing its systems to support electronic signature of electronic promissory notes. The electronic promissory note initiative will implement SFA published standards for documents collected by SFA. A number of SFA systems will be potentially impacted by these new standards and include the PIN SITE (CPS), Direct Loan Origination System (DLOS), Direct Loan Consolidation System (DLCS), Direct Loan Servicing System (DLSS) and the Debt Collection System (DCS). SFA is seeking Modernization Partner support specifically to integrate technical architecture, coordinate with other initiatives and coordinate the security certification acceptance. SFA intends to support its work on an eMPN by creating and executing project plans to develop, test, accredit and deliver paperless promissory note applications using the SFA PIN Site for user authentication. Previous work defined requirements and developed a business case for submission to the IRB, which was approved.

**TO 65 Scope**

This task will create and support the project management, security documentation and integration to support the eMPN process system design efforts. The scope includes the planning aspects associated with the eMPN security certification and the associated risk assessment, corrective action plan, security plan and accreditation letter (identifying the risks). Implementation of the security plan is not within the scope of this task order. The scope of this task order also includes project management support including analysis related to the business case for additional data, as requested; this analysis is dependent upon receiving the data from system owners. The scope also includes providing suggestions for FFELP revenue projection; the implementation of the suggestions is not within the scope of this task order.

**Weekly Accomplishments**

Week ending 6/8/01

- Delivered and obtained client acceptance of 65.1.1 eMPN Security Certification Plan
- Lead weekly Mad Dog Status Meeting
- Met with Innovations to discuss status of documentation effort

- Wrote and distributed minutes from the weekly Mad Dog Status Meeting
- Helped update Feb 2001 e-sign business case with revised funding amounts
- Reviewed Industry Outreach chapter of documentation effort
- Reviewed Risk Analysis chapter of documentaion effort
- Wrote e-sign project description for Innovations' preparation for COO meeting with a project contractor
- Updated and consolidated Project Plan for the eMPN Project
- Held multiple meetings with DCS personnel to discuss CBA diagrams and updated diagram
- Updated DLO CBA diagram and resubmitted for further validation
- Contacted OGC about their component of the risk analysis chapter

Week ending 6/15/01

- Delivered 65.1.7 FFELP Revenue Projection Analysis
- Updated client on status of task order deliverables
- Met with Innovations to discuss status of documentation effort
- Updated Innovations on status of CBA diagrams
- Spoke with OGC to explain Risk Analysis chapter of documentaion effort
- Received OGC Risk Analysis chapter input
- Revised documentation book chapter summaries
- Distributed draft parts of documentation book to Mad Dog team for review before weekly meeting
- Helped update Feb 2001 e-sign business case with revised funding amounts
- Held meeting with DCS personnel to discuss CBA diagrams and updated diagram
- Contacted DLO Security Officer about status of C&A package
- Recontacted DLO and DLS about answering the CBA diagram questions
- Updated and consolidated Project Plan for the eMPN Project
- Wrote minutes from the weekly Mad Dog Status Meeting
- Helped interns with project questions

Week ending 6/22/01

- Delivered 65.1.5 eMPN/PIN Site Cost Benefit Analysis Support
- Documentation Book presented at 6/22/01 Management Council
- Met with Innovations to discuss documentation effort presentation at 6/22/01 Management Council
- Prepared briefing for 6/22/01 Management Council presentation
- Led weekly Mad Dog meeting
- Received CBA diagram update from DCS personnel; made changes to diagram and sent back to DCS for further comment
- Recontacted DLO and DLS about answering the CBA diagram questions
- Updated and consolidated Project Plan for the eMPN Project
- Wrote and distributed minutes from the weekly Mad Dog Status Meeting

Week ending 6/29/01

- Delivered 65.1.2 eMPN Security Risk Assessment Results
- Delivered 65.1.3 eMPN Corrective Action Plan
- Delivered 65.1.4 eMPN Security Plan Draft and eMPN Security Accreditation Letter
- Delivered 65.1.d Project Management/Integration Support Report – June
- Provided guidance on VDC requirement to update security plan for eMPN
- Provided guidance on C&A for Production Readiness Review
- Met with DCS to review costs for CBA diagram
- Updated DCS CBA diagram and sent back to DCS
- Received DLO C&A package in preparation for 6/28 PRR
- Completed milestone section of Investment Control Worksheet
- Updated and consolidated Project Plan for the eMPN Project

### **Project Issues**

Issue: Not getting needed responses from business units to complete the CBA diagrams and the From Paper to Electrons chapter of the documentation book.

Status: Open. Contacted business units multiple times, often to no avail. Innovations raised the issued at the 6/22 Management Council when they presented the draft documentation book. Innovations will recontact business units after the e-sign Mad Dog goes live on July 2, 2001.