

**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 – May 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 May. 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 5/4/01

- Discovered mistake in storage sizing requirement that LO had based their funding request on, resulting in a \$210 K reduction for funding required for SANS storage for the Master Promissory Notes

- Received DLO comments and updated the DLO process flow chart
- Completed DCS, DLS and DCS process flow charts
- Updated and Consolidated Project Plan for the eMPN Project
- Continued evaluation of Security Plan documentation for Certification & Accreditation.
- Attended and drafted minutes for weekly Mad Dog Update meeting.
- Attended FFEL Town Hall Meeting on 5/3/01
- Briefed Innovations personnel on progress of C&A and eMPN project

Week ending 5/11/01

- Updated DCS process flow chart from CIO/Innovations input
- Distributed process flows by email to business channels on 5/7/01
- Updated and Consolidated Project Plan for the eMPN Project
- Identified responsibilities for risk assessments and accreditation documentation. Issue resolved.
- Attended and drafted minutes for weekly Mad Dog Update meeting
- Attended DL implementation meeting to discuss C&A
- Briefed Innovations personnel on progress of C&A and eMPN project

Week ending 5/18/01

- Met with DLS, DLC and DCS to validate savings process flows for Cost Benefit Analysis
- Created C&A template, obtained CIO/CSO approval, and submitted to eMPN system owner
- Updated and consolidated Project Plan for the eMPN Project
- Attended and drafted minutes for weekly Mad Dog Update meeting
- Assembled draft version of Mad Dog documentation book for Innovations
- Prepared spreadsheet to map eMPN website process to SFA e-signature standards

Week ending 5/25/01

- Met with DLO to validate savings process flows for Cost Benefit Analysis
- Updated Cost Benefit Analysis process flows and submitted to DLO, DLS, DLC and DCS for further review
- Validated DLC process flow from final DLC inputs
- Updated and consolidated Project Plan for the eMPN Project
- Attended and drafted minutes for weekly Mad Dog Update meeting
- Reviewed status and next steps for Mad Dog documentation book with CIO/Innovations
- Determined scope and data required to complete the "From Paper to Electrons" chapter of the documentation book
- Updated CIO/Innovations on status of deliverables in contract signed May 21, 2001

Week ending 6/01/01

- Completed second mapping of Standards to DLO process, this time going from the Standards to DLO

- Updated and consolidated Project Plan for the eMPN Project
- Reviewed tasking approach and initial contents for the "From Paper to Electrons" chapter of the documentation book
- Attempted to contact DLO, DLS and DCS on status of their replies to the CBA diagram questions
- Coordinated project tasks (documentation, CBA, OGC risk piece) with new SFA summer interns
- Delivered March-May Project Management/Integration Support Reports

### **Project Issues**

Issue: Some Security Plans are not in place. Raises the difficulty level in seeking accreditation of eMPN Web Site. Need to create addendum for CPS, DLO and VDC Security Plans or task contractor to begin new plan.

Status: Resolved. Client interceded to affix responsibility to SFA personnel, not mod-partner.

Issue: Need final responses from DLO, DLS and DCS to validate CBA diagrams. Delays completion of cost/benefit portion of documentation effort.

Status: Open. Have recontacted and will recontact again to obtain responses.

### **Contract Issues**

Issue: Working under Authority to Proceed (ATP).

Status: Resolved. Mod Partner finalized contract and sent to client. Client signed contract on May 21, 2000.