

**Business-Technology Alignment (BTA)
AWG Meeting Minutes
11/15/01**

Location:	830 1 st Street, NW, WDC (room 103), 11:00 –12:00
Attendees:	Bill Bush, SFA (for Denise Hill) Paul Hill, SFA Robert Laurence, SFA Paul Stonner, SFA John Bogasky, Mod Partner Peter Elms, Mod Partner Jamal Shah, Mod Partner Karen Anderson, Mod Partner Bill Walsleben, Mod Partner (ITR) Michael Bruce, Mod Partner Bill Hughes, Mod Partner
Absent:	Anna Allen, SFA Denise Hill, SFA Linh Nguyen, Mod Partner
Agenda:	<ul style="list-style-type: none"> <input type="checkbox"/> Welcome and Introductions <input type="checkbox"/> Review and agree on AWG Charter <input type="checkbox"/> CSC Participation in ASG/DSG <input type="checkbox"/> BTA-ECM Synergies <input type="checkbox"/> DSG and ASG project review timetableEncryption Issues – AwarenessNext Steps and Close
Issues/Risks:	None
Action Items:	<p>Action: Jamal will follow-up on CSC participation in AWG/ASG and make them aware of the lack of budget for participation.</p> <p>Responsibility: Jamal Shah</p> <p>Action: Poll Mod Partner members to identify enterprise issues and agenda dates for discussions (eg. Security).</p> <p>Responsibility: Jamal Shah</p> <p>Action: Send out the COD recommended encryption strategy paper and background information to all members on the AWG (see email attachment).</p> <p>Responsibility: Pete Elms</p>
Decisions:	<p>AWG Lead: Paul Stonner will be the AWG Lead for one quarter beginning November 1. Leads meeting and decides when to call a meeting. AWG Lead position will rotate among the business channel representatives each quarter.</p> <p>Facilitator of meetings: Jamal Shah</p> <p>Secretariat for meetings: Bill Hughes</p>

Meeting Discussion Items:

- ❑ The AWG charter was distributed and discussed. The objective of the AWG is to provide business input based on business priorities for technology related decisions. The group will be supported by the ASG, which is primarily a technology group. The AWG will address exceptions not resolved by the ASG and the project teams. Meetings will be called when issues are expected and canceled if there are no issues.
- ❑ Members expressed an interest in addressing enterprise issues that are emerging rather than addressing only issues described through ASG peer review. Different candidates were mentioned (eg. SINGLE SIGN-ON and COMMON USER ID).
- ❑ The charter will be amended to reflect that the majority of the business channel representatives must be present to reach a consensus in order for that consensus to be viewed as a “decision”.
- ❑ Concern was stated about the lack of technical representation on the AWG. It was confirmed that the focus of the group is to provide a business perspective and that technical subject matter experts would be brought in when needed. It was suggested that issues and topics be raised as projects are in progress.
- ❑ It was agreed that CSC representatives should be invited to the ASG and AWG meetings.
- ❑ Noted that the funding for the AWG and ASG would come from the current projects and there was no special budget available to support this effort.
- ❑ A list of the current projects had been studied and it was concluded that the Phase 4 of FMS project should be the first project to be reviewed by the ASG. Noted that the ASG should also consider projects that have already been implemented to uncover any lessons learned. eCAMPUS, COD, and PORTALS were all discussed as candidates. PORTALS was noted as too premature and that the ASG should wait until the business designs are complete and the project gets more of an awareness to it.
- ❑ BTA and ECM had reviewed the potential overlap between the two efforts. The outcome was that both projects will operate in parallel and the overlap lies in the tools and administration functions.
- ❑ Security strategies for PORTALS and SINGLE SIGN-ON were discussed at a high level as potential topics for AWG discussion. Other issues should be forwarded to either Jamal Shah or Paul Stonner for inclusion into future AWG agendas. Preparation of a strategy paper about security and compliance was discussed.