

Enterprise Configuration Management (ECMI)  
Project CM Peer Review Meeting Report

Project Name and Task Order Number

Electronic Audited Financial Statements (EAFS) – TO 86

Meeting Date

January 14, 2002

Meeting Number

1

List of Attendees

<b>Name</b>	<b>Role</b>	<b>Affiliation</b>	<b>E-Mail</b>
Queen, Cheryl	CIO	SFA	Cheryl.Queen@ed.gov
Hough, Valerie	EASF - IV&V Liaison	SFA	Valerie.Hough@ed.gov
Murphy, Gene	EAFS Project Manager	Mod Partner	Gene.F.Murphy@accenture.com
Langkamp, Ron	ECMI Project Manager	Mod Partner	J. Ronald Langkamp@accenture.com
Dragnic, Maja	EASF Project Member	Mod Partner	Maja.Dragnic@accenture.com
Hughes, Bill	ECMI Project Member	Mod Partner	Bill M. Hughes@accenture.com
Jarboe, Steve	ECMI Project Member	Mod Partner	Steve.Jarboe@accenture.com
Jones, Jen	SLC Deployment	Mod Partner	Jennifer E. Jones@accenture.com
Morse, Robert	ECMI Project Member	Mod Partner	Robert Morse@accenture.com
Sinclair, Seth	EASF Project Member	Mod Partner	Seth B.Sinclair@accenture.com

Goals of the Meeting

- Introduce the personnel from EASF, both from the Student Financial Assistance (SFA) and Modernization Partner, and the ECMI team
- Provide an overview of Configuration Management (CM) in accordance with the SFA Solution Life Cycle (SLC) and CM Process Guides
- Introduce the ECMI effort and its mission at the project level
- Enable the project CM Lead to begin their CM Plan
- Provide CM reference materials to EASF Team

Key Discussion Points

As an introduction, the ECMI effort was placed in the context of existing initiatives at SFA and Mod Partner, such as the SFA Quality Assurance program including the Independent Verification & Validation (IV&V); Quality Performance Improvement (QPI); and SLC Deployment.

The present status of Enterprise-level CM Implementation efforts at SFA was summarized. SFA has an informal set of escalation procedures that depend on the type of project issue. A goal of ECMI is to formalize these procedures during fiscal year 2002.

Time was spent reviewing the SLC CM Process Guide to assist the project to begin its CM Plan.

One question that was addressed is how the different quality assurance reviews and checklists coordinate with each other, i.e. whether it is possible to do one CM Plan and one set of activities that satisfies them all. This result falls within one of the goals of ECMI Project CM: to make the project's CM activities more efficient.

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Next Steps

- EASF is to identify a CM Lead.
- The CM Lead is to begin writing the project CM Plan.
- EASF personnel will contact the ECMI team to schedule a “coaching session “ to address any questions that may arise in taking the first steps to CM Planning.
- ECMI team will schedule a follow-up peer review to assess when EASF progress on their CM Activities.

Documents Distribution List

- Meeting Agenda
- First Steps to CM Planning
- CM Orientation Presentation
- SLC Process Guide
- CM Process Guide
- SLC Project CM Peer Review Questionnaire