



Enterprise Configuration Management Implementation (ECMI) Monthly Progress Report – May 2002 Table of Contents

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June 7, 2002



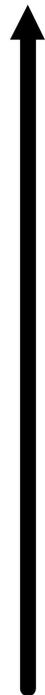
Project-based Configuration Management (CM) Reviews Approach



“ECM Team works with CM Leads to build Project CM Capability”

- 9 Key CM Practices were identified (based on the SEI CMM and Incorporated into the SLC)
- Key CM Practices were grouped into 3 cumulative levels of increasing CM Capability
- Identify projects to review – software development projects in Vision or Definition Phase benefit the most
- Goal is to reach Comprehensive CM Capability in 3-4 CM review/ coaching sessions held with Project CM Lead at approximately 1 month intervals.

<u>CM Capability Level</u>	<u>Key CM Practices</u>
Comprehensive CM Capability	9.) Conduct internal CM audits 8.) Maintain a CM Library 7.) Follow documented change management processes & procedures
Progressing CM Capability	6.) Document CCG processes & procedures 5.) Define & communicate version control standards 4.) Create a CM Plan
Basic CM Capability	3.) Designate a Change Control Group (CCG) 2.) Create a Configuration Item Index (CII) 1.) Designate a CM Lead



Increasing CM Capability



Summary of Project-based CM Reviews



“As of May 31, ECM is actively supporting 10 Modernization Development Projects”

Quantitative Results

10	Projects supported
22	Total CM Reviews conducted (6 in May)
3	Comprehensive ratings
4	Progressing ratings
1	Basic rating

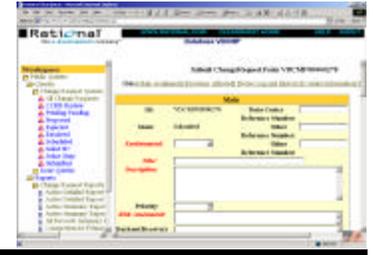
Qualitative Results

- CM Lead trains project resources (FMS)
- TO Manager supports CM Reviews/Coaching & recognizes their value (e-Audits)
- CM Lead organizes PRR files for contribution to FSA Enterprise Repository (ECB)

Project Name	Kick-off Meeting	Initial Review/ Coaching Meeting	Follow-up Review/ Coaching Meeting	Current CM Capability Level
E-Audits	Green – 1/14	Green – 2/15	Green - 3/18	Comprehensive
ECB	Green – 1/22 Comprehensive Capability Verified at Initial Meeting	Green – 1/22	Green – 1/22	Comprehensive
Portals Roll-out	Green – 1/29	Green 4/25	Green – 5/31	Progressing
FP Data-Mart	Green – 2/6	Yellow – Delayed by CM Lead Transition	TBD	No rating
FMS Phase IV	Green – 2/7	Green – 3/20	Green – 5/29	Comprehensive
ITA Release 3	Green – 2/21	Green – 4/24	Green – 5/23	Progressing
Consistent Answers	Green – 3/7	Green – 5/15	(6/15)	Basic
EAI – Release 3	Green – 3/14	Green – 5/22	(6/27)	Progressing
NSLDS	Green – 4/17	Green – 5/29	TBD	Progressing
Rational Support	Green – 3/13	Yellow – Delayed by Production Activity	TBD	No Rating



Enterprise Change Management (ECM) Tool Pilot Overview

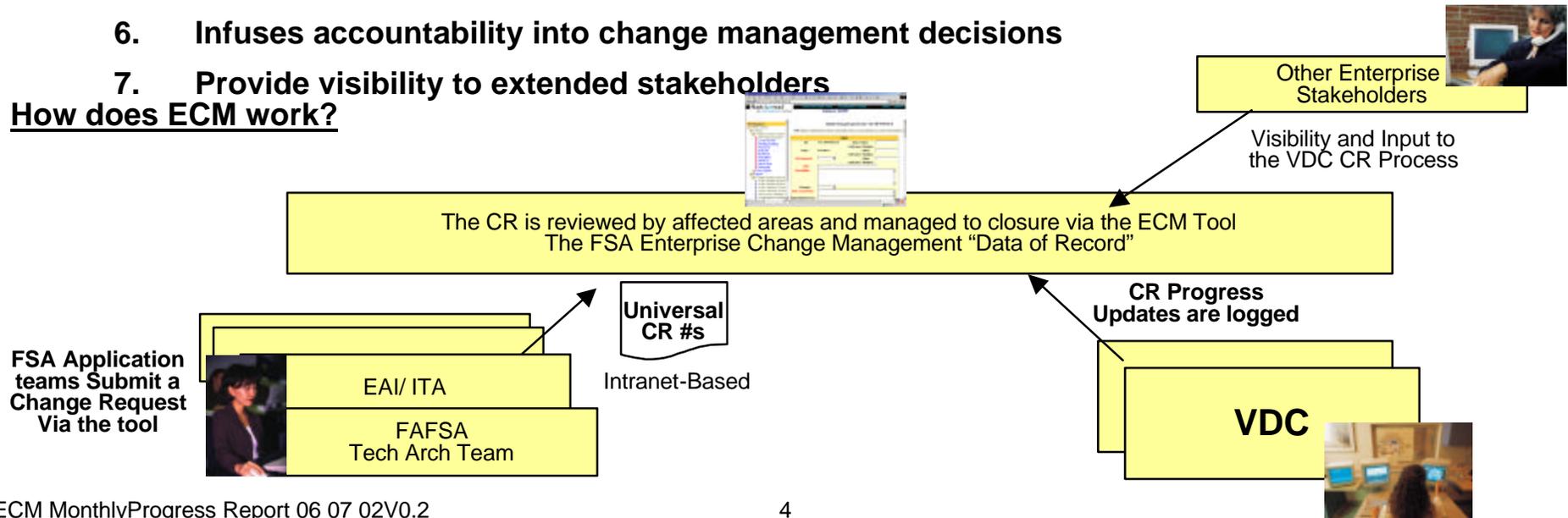


FSA CIO sponsored the ECM Initiative to take the **first steps** to improve overall system integration across FSA through the use of a common Enterprise Change Management (ECM) process and tool to log, manage and track FSA's Change activities across Application Areas.

Why?

1. Diminish risk of outages due to lack of communication (“friendly fire”)
2. Improve overall communication between Application Teams and Data Centers
3. Provide “Data of Record” for FSA Enterprise Level Change Request (CR) discussions and actions
4. Capture data to simplify and improve the process and internal controls
5. Application Teams have visibility to entire CR process
6. Infuses accountability into change management decisions
7. Provide visibility to extended stakeholders

How does ECM work?





ECM Tool Completed and Upcoming Activities



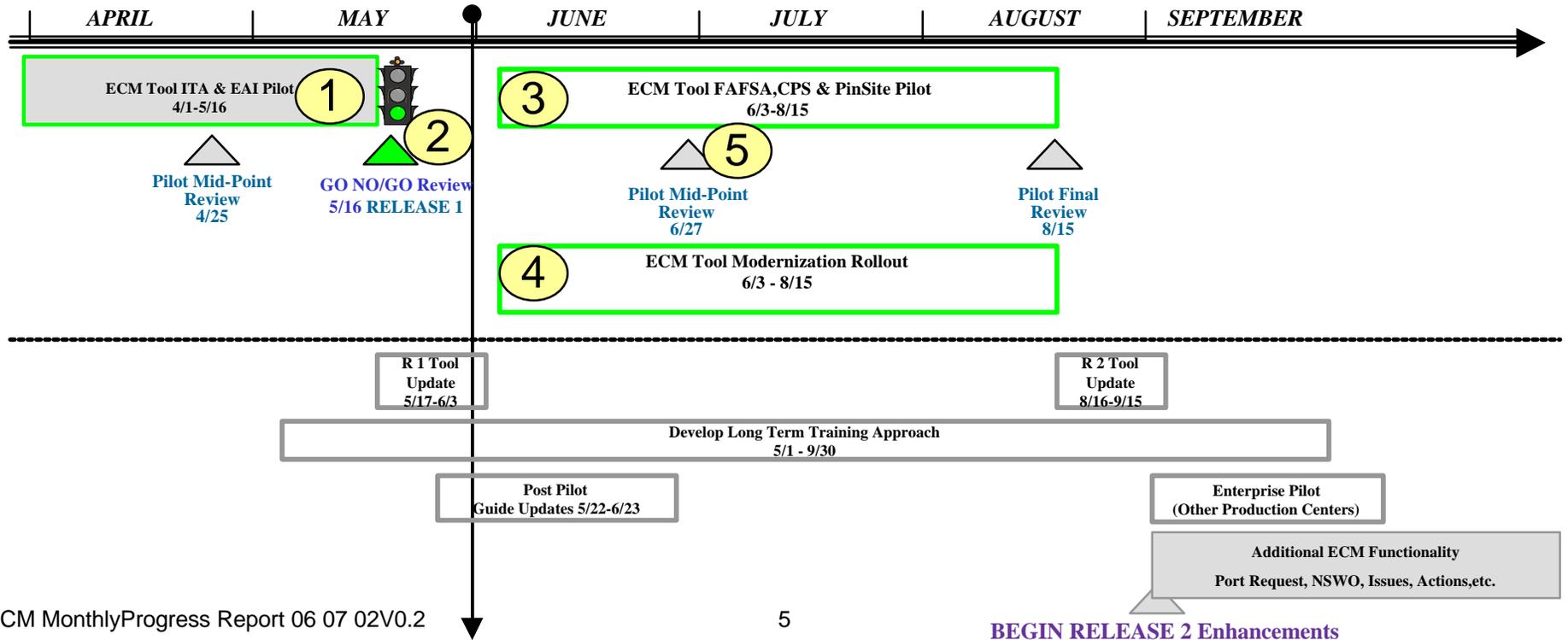
“After successfully completing the ECM Tool Pilot with the EAI & ITA Teams, the ECM Tool Effort received the ‘Go’ decision to take the next steps as shown in the Pilot Integrated Timeline”

Completed:

1. ECM Tool EAI & ITA Pilot activities concluded on 5/16
2. EAI & ITA Executive Final Review session resulted in a formal “Go” decision on 5/16

Upcoming

3. ECM Tool FAFSA, CPS & Pin Site Pilot activities are scheduled to commence on 6/3
4. Modernization Partner Roll-out activities are scheduled to commence on 6/3
5. FAFSA, CPS & Pin Site Mid-point Review session is to be held on 6/27





Results of the May 16 “Go” Decision



“As a result of the May 16 Executive ‘Go’ decision, Release 1 of the ECM Tool is being enhanced and rolled-out to additional Application Teams as planned”

Teams using the ECM Tool Submit Production and Development CRs to the VDC

Team	Production CRs submitted via ECM Tool	Development CRs submitted via ECM Tool
EAI	33	9
ITA	15	2
FAFSA	0	0
CPS	0	0
Pin Site	0	0
Other Teams – TBD	n/a	n/a

The ECM Tool Change Control Group (CCG) continuously reviews and approves requested enhancements to the Tool

Total # Items Reviewed by ECM Tool CCG	31
Updates made for Release 1 (scheduled for 6/3)	16
Items Closed without updates	13
Items deferred for Release 2 (scheduled for 8/30) CCG	0



EAI and ITA Pilot activities are the roadmap for FAFSA, CPS & Pin Site Success

1. Communicate Pilot Information to Pilot Participants Stakeholders
2. Provide ECM Tool Training to Pilot Participants
3. Application Teams Enter Change Requests (CR) Into Tool
4. Use and Review the ECM Tool Reports at VDC Coordination Meetings
5. Review potential changes to the ECM Tool based on feedback at CCG meetings
6. Conduct other support activities including User & Process Guide Updates and development of long term training materials