



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

Meeting Report

Meeting#: 3-79-A
 Project: Portal Rollout Plan TO 79
 Date: January 29, 2002
 Time: 10:30-11:30 AM
 Location: Conference Room # 404, UCP 830 Lower Level

1. List of Attendees

Name	Role	Affiliation	E-Mail
Jacqueline Dufort	Portal Rollout Plan Project Manager	Mod Partner	Jacqueline A. Dufort@accenture.com
Erick Middleton	Portal Rollout Plan Team Member	Mod Partner	Erick C. Middleton@accenture.com
Bill Hughes	ECMI Project Member	Mod Partner	Bill M. Hughes@accenture.com
Steve Jarboe	ECMI Project Member	Mod Partner	Steve.Jarboe@accenture.com
Robert Morse	ECMI Project Member	Mod Partner	Robert Morse@accenture.com

2. Goals of the Meeting

Goal	Goal Attained?
Enable Project CM Lead to begin CM Planning	Yes
Determine status of CM on Project	Yes

3. Questions and Discussion

Questions Posed	Answers Provided
How much will the CM effort cost?	It is important not to underestimate what planning and performing CM will cost. It takes about ten hours to develop an initial CM Plan.
How do ECMI, SFA Q/A, and QPI differ?	SFA's Q/A IV&V review checks for evidence (e.g. documents) that SLC CM requirements are met. QPI is an Accenture process-oriented initiative that concentrates on projects compliance with CMMI standards. ECMI takes a supportive and integrative approach to assist projects in optimizing the efficiency of their CM activities including preparation for the other reviews.



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4. Action Items

Item Description	Person Responsible	Completion Date	Comments
Send QPI CM Plan Template & Sample Completed CM Plan to Jacqueline, cc: Erick	Steve Jarboe	1/29/02	
Send IV&V Checklists to Jacqueline, cc: Erick	Robert Morse	1/29/02	Sent entire SFA Q/A Handbook including IV&V checklist.
Provide estimating information on CM to Project	Steve Jarboe		
Determine who is Project CM Lead	Jacqueline Dufort		

5. Project Questionnaire



"Portal Rollout Plan
Questionnaire 01 29"

6. Document Distribution List

Document Name	Electronic Location:
Meeting Agenda	Sent by e-mail
First Steps to CM Planning	Meeting Agenda (E-mail)
CM Orientation Presentation	CM Process Guide Updated Draft Version – Attachment
File Repository Directory Structure Reference	CM Process Guide Updated Draft Version – Appendix
SLC Process Guide	Mod Partner: e-Project/Knowledge Library/Documents/SLC Tools SFA: TBD
CM Process Guide	Mod Partner: e-Project/Knowledge Library/Documents/Planning/07 Configuration Management SFA: TBD
SLC Project CM Peer Review Questionnaire	CM Process Guide Updated Draft Version – Attachment



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7. Reference Document List

Document Name	Electronic Location:
Configuration Management Plan Template-QPI	e-Project/Knowledge Library/Documents/Planning/07 Configuration Management/
Configuration Management Status Report Template-QPI	e-Project/Knowledge Library/Documents/Planning/07 Configuration Management/
Configuration Audit Template-QPI	e-Project/Knowledge Library/Documents/Planning/07 Configuration Management/
Basic Configuration Management Plan-eCB (Sample)	e-Project/Knowledge Library/Documents/Planning/07 Configuration Management/

8. CM Contact List

Position	Name	Affiliation	E-Mail
ECMI Project Support	Robert Morse	Mod Partner	Robert.Morse@Accenture.com
ECMI Project Support	Steve Jarboe	Mod Partner	Steven.R.Jarboe@ Accenture.com
Q/A Team	Mike Rockis	SFA	Mike.Rockis@ed.gov
Quality Process Improvement	Rondell Milton	Mod Partner	Rondell L. Milton@Accenture.com
Knowledge Library	Nancy Koglin	Mod Partner	Delivery.Excellence@Accenture. com
SLC Deployment	Jen Jones	Mod Partner	Jennifer.E.Jones@Accenture.com
ECMI Team Manager	Ron Langkamp	Mod Partner	J.Ronald.Langkamp@ Accenture.com
ECMI Enterprise Support	Bill Hughes	Mod Partner	Bill.M.Hughes@Accenture.com



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