

MEMORANDUM OF MEETING

SUBJECT: DLSC COLLABORATIVE CM MEETING

PURPOSE: A meeting of the DLSC Collaborative CM team was held Jan 12-13, 2000, to discuss configuration management issues.

ATTENDEES:

Debbie Clark	DLIS-BA
Pete Plassmann	DSCR-ZIP
Paul Rizzo	DSCC-B
Teresa V. Popham	DLIS-B
Dennis Parker	DSIO-JC
Jan Hansens	DSIO-JC (scribe)
Gerry Osborne	DSCP-OSIB
Susan Fahey	DDC-TZ
Rosemary Stanley	DSIO-MSEDA
Rosemary Fulling	DRMS-CCA
Bob Marzzacco	DSCP-OSIS
Jerry Chabino	DSIO-MSEP
Angela Turley	DSCC-BDD
Paul Zelczak	DSCC-BD
Charles N. Moser	DSCC-B (MCR)
Julie Stewart	DSCC-BDD
Charlie Basonder	DSCC-B (MCR)
Brad Lantz	DSCC-B
Mike Scott	DSCC-BD
	DESC (no attendee)
	DLSC-I (no attendee)

SUMMARY OF DISCUSSIONS:

1. ITAG Workshop and Comments: DLIS sent a representative to the meeting. They worked on the new version of the Architecture Guidelines at DLSC. The draft copy will be on the Internet. It's been broken into two different documents, one a standards type document; the other a list of products broken down by the functions. DLSC ITAT is still evaluating the document. It is to be presented at the next ITCC. As soon as the draft copy is on the Internet, Deb will make sure the team gets the address.
2. DLSC CM Charter Status: The charter has been signed by Ms de Vincentis. We are now official. The signature page was faxed back to DLIS. As soon as they

can get the charter into one document, it will be posted on the DLSC CM Web page with signature.

- DSIO Participation Update: All DSIO sites are invited to observe and contribute to the team, but if something comes down to a vote, DSIO members will get together, make their decision, and only get one vote. This holds true for all other sites - if more than one member attends, they only get one vote.
 - DLSC Participation Issue: It was brought to DLIS's attention this week that Ms de Vincentis had decided not to have a DLSC representative. DSIO would be representing DLSC. This was not heard directly from Ms de Vincentis, but Mr. Shimmel, who was suppose to attend this meeting for DLSC-I, had also heard this. Mr. Shimmel's travel orders were cancelled. The team is quite concerned about this because DSIO is only part of the process. It was questioned as to why should we go through the process, decide on something, and then have DLSC not agree at the end. It was felt that DLSC should be a part of this collaborative planning. It should be disbursed at the DLSC level. A vote was taken and the team all agreed that a representative from DLSC should attend. Teresa will discuss this further with Ms de Vencentis.
 - It was mentioned that Admiral Stone had been briefed about the team's progress after our Dec. 3rd meeting. He received it very well. He even mentioned it at the commanders meeting.
3. CM Tools: The team had discussed a couple of the CM tools in the last two meetings. As of right now, a few of the sites are either using HARVEST for their PCs and mid-tiers or are getting ready to install it on their systems. It was mentioned that Endeavor is used at one site for their mainframe tool and another site uses the mainframe version of HARVEST, which is LCM (Life Cycle Management). It was stated that right now Computer Associates owns the tools that are being used by the sites. It would be a good idea to know what the company's future plans are for the tools. It was mentioned that the team should make a recommendation for a tool that would work for any project and could be structured for any project.
- It was mentioned that maybe all of the sites could use the SAMMS SCR tracking system; this is a modified system of Info Man. They could use this as a front end for the tool that is chosen for version control. This way the project is entered into the tracking system passed into the version control tool and also documented all part of the CM process.
 - It was stated that the team should make a recommendation to the ITCC and also to DLSC for a tool for SCR control, mainframe control and mid-tier control.
 - A question came up would each site buy their license or would DLSC get a corporate one. It was mentioned that first try and get the

recommendation into the ITAG and then the decision of who buys would become a different issue.

- Deb mentioned that DLIS is having a training session for HARVEST in Battle Creek Feb 8-9 and Feb 10-11 for the Ogden people that took over some applications. Each site is welcome to send a couple of people to see how HARVEST functions. The only cost is travel. The sites are to send the names to Mike Alexander by Jan 21st. His e-mail address is malexander@dlis.dla.mil.
 - The team was able to discuss the HARVEST tool with a representative that was at DSCC. They are owned by Computer Associates. Endeavor for NT and UNIX platform is being replaced by HARVEST. Its more functional than Endeavor was on those platforms. Endeavor for the mainframe is staying but CA did not get LCM during the acquisition. Platinum still owns LCM. The team asked him if a front-end tool that was web based could be tied with HARVEST. He said that if the front end product could send out back end requests, it could be done from HARVEST command line. It depends on what product you want to run the process. He mentioned that the next version of HARVEST would be called RENCON or the Enterprise Edition. Long term strategy for that version is full integration across all platforms. Deb asked if DLIS would have to switch from LCM to Endeavor to be able to hook into HARVEST. He wasn't sure if the hooks had been placed into LCM before the change over. He told DLIS to be sure and call the CA sales representative to find out more details on LCM.
 - A discussion followed the briefing and the team decided to recommend HARVEST to the ITCC as the tool of choice. Teresa will take the recommendation to the ITCC at the next meeting.
4. DLSC CM Corporate Plan: The draft of the CM plan that had been previously sent out was redistributed and they went over it page by page for any new additions, changes or deletions. It was then given to Pete to edit and bring back the next day to go over once again together. The draft will be sent out to the team for their final comments and they are to e-mail them back to Deb for the completion. The team decided to add some extra references to the plan, DSIO-M will supply the audit reference and DLIS will supply the WEB and the DITSCAP references. The final draft of the CM plan will be attached to the minutes. Teresa and Tom will then take the plan to the next ITCC meeting in Feb so they can see our progress and hopefully get their acceptance so it can be signed.
- During this discussion it was brought up that there are three sites that have not attended any meetings. They are Defense National Stock Pile Center (DNSC), DLA Europe and DLA Pacific. The team feels quite strongly that they should be included. It was mentioned that Teresa would bring this up at the next ITCC to see what they decide to do about it.

- It was also mentioned that the team members are responsible for keeping their management updated on what is going on in the collaborative meetings. This way management will get the information before it goes to the ITCC and before it is placed on the web.
5. DLSC Collaborative IT “Bucket”: The “Bucket” was explained to the new members of the team. The collaborative database is where projects could be viewed to see if there are any ideas that each site could use instead of new development. It was asked if the POC would be the CDA of the project. There had been some discussion on this and since the POC had come up with the money to develop it in the first place they would be the PM and work with the development organization. If you wanted to add more requirements to it then you would probably pay the POC but it would still be cheaper than new development. It was mentioned that DSIO-J had been tasked to develop and maintain the database. DSIO-J had sent out an electronic form for the CM input each site was supposed to enter their projects and send it back to be loaded into the “Bucket”. This is not only for completed projects but new ones just being started, where maybe two sites could join together in the early development.
 - DSIO-J mentioned that the “Bucket” is on a development web server because they don’t have a production one as of yet. It was suggested that since DRMS is supporting the ITCC web page maybe they would host the data base on their server. DSIO-J will contact the Webmaster for DRMS and try to set this up. DSIO-J will also remove the user-id and password from the database since it is no longer needed.
 - It was suggested that the activities that have projects mentioned in the briefing that is to be given to Admiral Stone, to be sure and get them listed in the “Bucket”.
 6. SAMMS SCR/Web Status: Each site was suppose to decide if they would like to use the demo as another project to put through our 9 step process. They were to bring their additional requirements if any to the meeting. DLIS, DSCC, DSCR, DRMS, and DSCP all agreed that they would like to use the demo. It was suggested that the way this would be done is Teresa will take the proposal to use the demo as a collaborative effort to the ITCC. She would mention the activities that would like to get involved. Then the representatives from each site, the HQ representative and the developer could all get together and bring the new requirements to the table. They could discuss to see if it would be feasible or not to do this as a collaborative effort. The team voted for Teresa to take the proposal to the next ITCC. DDC will take back for further discussion and will let Teresa know by Feb 1.
 7. PLFA CM Pages: Only a couple of the sites have sent their CM pages to be added on the ITCC web page. These can include checklist, guidelines, regulations and anything else that you have for CM. The remaining sites are to set up their CM

pages and send the links to DSIO-J. The sites are still to send their current logos to DSIO-J so that each logo can be placed on the web page for the CM “Bucket”. With all of the PLFA logos on the web page it will express a collaborative effort.

8. Launch and Leave Briefing: DSCC first explained the structure of their two groups the Information Technology Program Steering Group (ITPSG) and the PSWG (Program Steering Work Group) along with their roles and purpose. They then gave a briefing on the Launch and Leave project. This was to see how we could compare the DSCC CM process to the DLSC CM process using the prototype. DSCC had made two charts one with the DLSC process and one with DSCC process. The level descriptions were different and the actions blocks were different, but basically the process was similar the CM functions were being done.
9. ESG Briefing – Feb 00: The collaborative Planning and Decision Making brief is to given to Admiral Stone sometime in Feb by Ms de Vencentis. The team took the draft and went over the configuration management section. They agreed that certain changes needed to be made. Paul is going to complete the sections and send them to Teresa and Deb by Jan 21st.
10. Potential Problems: This was basically from previous meetings where some sites were having problems with management accepting our ideals, but this is going away. Hopefully the team can be a continuing effort where all collaborative efforts come through the team before they go to the ITCC. Once there is a commitment to who is actually to be on the team then the team can get ahead more quickly.

OPEN ACTION ITEMS/Updates included:

1. HARVEST Training at DLIS – Send names to DLIS – PLFAs and DSIO sites – 01/21/00
2. CM Tool – Make proposal to ITCC for HARVEST – Teresa – 02/03/00
3. DLSC Corporate CM Plan – Audit References to DLIS – DSIO-M - 01/28/00
4. DLSC Corporate CM Plan – Web Reference and DITSCAP – DLIS - 01/28/00
5. DLSC Corporate CM Plan – Send final comments to DLIS – PLFAs and DSIO sites –01/21/00
6. DLSC CM Corporate Plan – Take to the ITCC for approval – Teresa and Tom – 02/03/00
7. DLSC CM Database – Send database input format to all sites – DSIO-J – 01/19/00.
8. DLSC CM Database –Placing data base on DRMS server – DSIO-J – 01/28/00
9. DLSC CM Database – Remove user-id and password – DSIO-J – 01/28/00
10. DLSC CM Database – Enter projects in ESG Briefing into database send to DSIO-J – PLFAs and DSIO sites – 01/28/00
11. DLSC CM Page – Send Logos to DSIO-J – PLFAs and DSIO sites – 01/28/00
12. DLSC CM Page –Send CM page Links to DSIO-J – PLFAs and DSIO sties – 01/28/00

13. SAMMs Demo – Decide to use as prototype notify DLIS – DDC – 02/01/00
14. SAMMs Demo – Use prototype for CM process proposal to the ITCC – Teresa – 02/03/00
15. ESG Brief – Completed charts to DLIS – DSCR – 01/19/00
16. DLSC Participation – Discuss with Ms De Vencentis – Teresa – 02/03/00
17. DNSC, DLA Europe and DLA Pacific Participation – Take to the next ITCC – Teresa – 02/03/00
18. DLSC Corporate CM Plan – Web site for templates – DRMS – 01/10/99
19. Launch and Leave – Brief on project using CM process – DSCC – 01/10/99
20. ITAG New Draft – Sent to all sites – DLIS – As soon as it comes out.

Next meeting scheduled for 8:00 AM March 14, 2000, to 12:00 PM March 15, 2000, DSCP, Philadelphia, PA. Topics include each site requirements for the SCR Web based tracking system, going over a system CM plan and discussing what's in the future for the CM team.

 Deborah K. Clark (s)
 DLIS CMB Chair signature

 DATE

 Pete Plassmann (s)
 DSCR CMB Chair signature

 DATE