
Approved for Release

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Deputy Departmental Property Management Officer

9-14-09
Date

DEPARTMENT OF COMMERCE
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION
OFFICE OF ADMINISTRATIVE SERVICES

PROPERTY BULLETIN # 004, FY09

SUBJECT: Internal Change Request Process for Sunflower Change Control Committee Meetings

EFFECTIVE DATE: September 14, 2009

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: In November 2007, the Department formulated a Sunflower Change Control Committee (CCC) to ensure the Department's Personal Property Management System (PPMS), also known as the Sunflower Enterprise System, is centrally controlled by the Office of the Secretary (OS) Personal Property Management Division (PPMD). The primary responsibility of this Committee is to assess and determine the impact of Sunflower change requests prior to any changes being applied to Sunflower. The Committee consists of all Bureau Property Management Officers (PMO) and scheduled meetings occur on a monthly or on an as-needed basis. The establishment of the Committee is essential to ensure the continuity of Departmental personal property management policies and procedures across all Bureaus that pertain to Sunflower.

PURPOSE: The purpose of this property bulletin is to provide a formal process for submitting enhancement, bug fix and data upload requests via an Internal Change Request (ICR) Form for review and consideration by the Deputy Departmental Property Management Officer (DPMO) and the Sunflower CCC.

PROCEDURES: In order to have a change request reviewed by the Sunflower Management Center (SMC), and forwarded to the DPMO for consideration, an ICR Form must be submitted. All ICRs submitted will be presented to the Sunflower CCC for approval/disapproval. Listed below are the formal procedures for submitting ICRs. Additionally, attached to this property bulletin is the ICR Process Flow Chart.

- A. The Bureau PMO completes the ICR Form, and submits the document to the SMC for review.
- B. The SMC reviews the ICR Form for completion and submits to the PPMS System Owner.

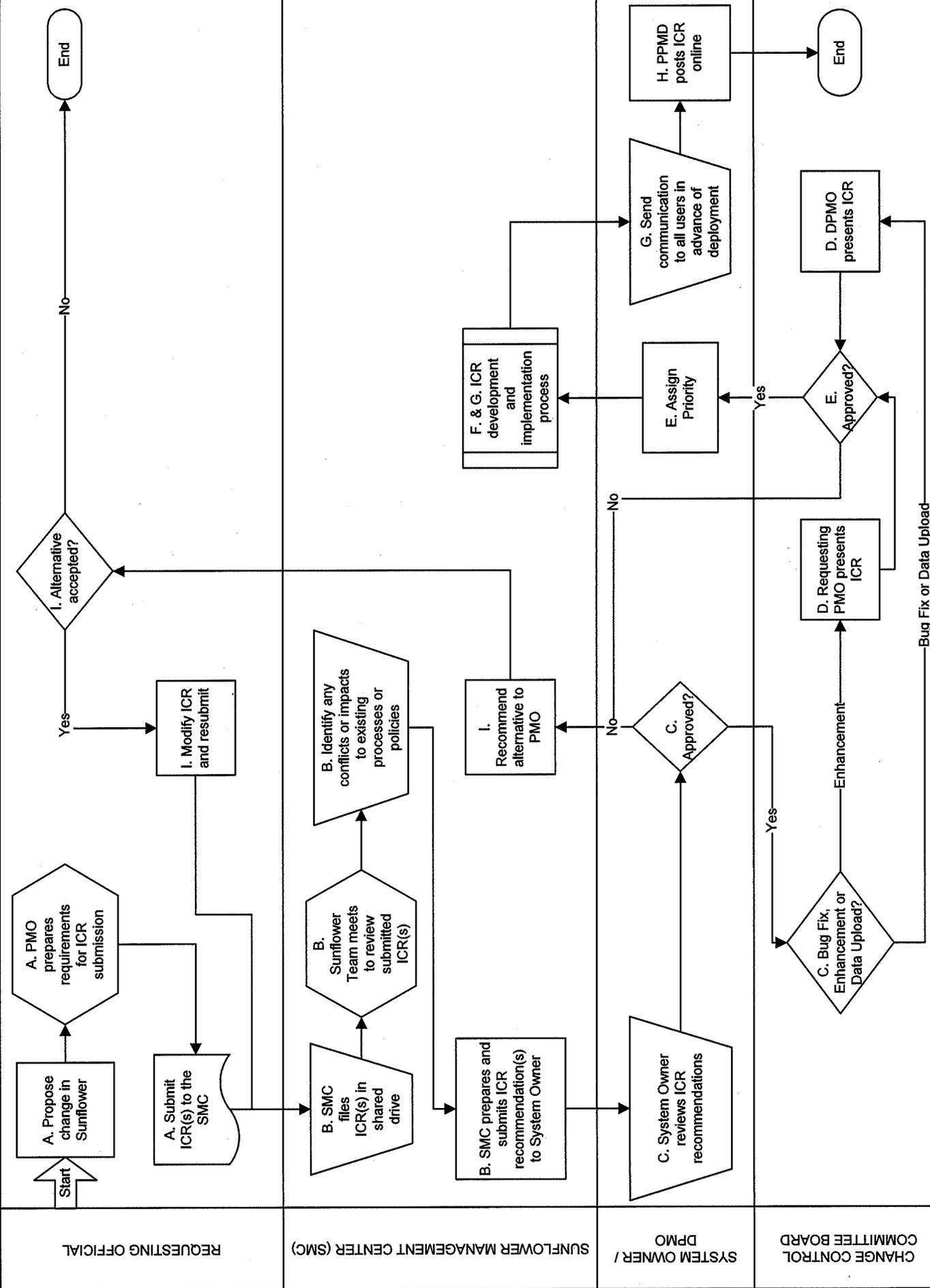
- C. The PPMS System Owner reviews the ICR Form and determines if the ICR is a bug fix, enhancement request or data upload.
- D. The applicable ICR is presented at the next scheduled Sunflower CCC Meeting. All bug fix and data upload requests will be presented by the DPMO and all enhancement requests will be presented by the requesting Bureau PMO.
- E. If the ICR is approved by the Sunflower CCC, the ICR Form is forwarded to the DPMO for signature. Approval of any ICR is based on a majority vote; however, the DPMO has been granted veto authority. The System Owner will assign the priority to approved ICRs.
- F. Once approved, the SMC remains in contact with the requesting Bureau PMO for user testing.
- G. The approved ICR is developed, tested, and scheduled for implementation. The PPMS System Owner informs all affected users in advance of the ICR deployment into Sunflower.
- H. The finalized ICR is filed by the SMC and posted on the PPMD website by PPMD staff for future reference, if needed.
- I. If the ICR is disapproved by the Sunflower CCC, alternatives and recommendations will be provided by the SMC and DPMO, during the Sunflower CCC Meeting. The requesting Bureau PMO may resubmit the ICR based on recommendations for future reconsideration by the Sunflower CCC and DPMO.

REFERENCES: Sunflower Change Control Committee Charter, November 2007
Department of Commerce ICR Flow Chart

OFFICE OF ADMINISTRATIVE OPERATIONS: Jennifer Jessup, Deputy
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PROGRAM MANAGER CONTACT INFORMATION: William Garrett, Chief,
Personal Property Management Division, wgarrett@doc.gov, (202) 482-6122.

ICR PROCESS: Submission - Approval



REQUESTING OFFICIAL

SUNFLOWER MANAGEMENT CENTER (SMC)

SYSTEM OWNER / DPMO

CHANGE CONTROL BOARD