

Monthly Property Management Officer's Meeting Minutes

Wednesday, February 13, 2008

2:00 – 3:00 p.m.

HCHB 6057

Meeting Attendees:

BIS	Brad Burke	OIG	Joyce Baker
Census	Stanley Rolark	OS	Rhonda Jackson
EDA	Ken Kukovich	OS	Fred Fanning
ESA	Wesley Dias	OS	Braulio Ramon
ITA	Jeff Scherr	OS	Jennifer Jessup
MBDA	Ron Marin	OS	Jeri Coleman
MBDA	Roy Powell	OS	Gina Basurto-Bass
NIST	David Henry	OS	LaShawnda Swinson
NIST	Fran DeSirant	PTO	John Hassett (Teleconference)
NOAA	Zeke Dennison	PTO	Vickie Bryant (Teleconference)
NTIS	Kathie Koenig (Teleconference)	Sunflower	Tia Lim
NTIA	Isha Carry	Sunflower	Steve Sperka
		Sunflower	Lana El Eryan

Chair:

Fred Fanning, Director for Administrative Services and Departmental Property Management Officer (DPMO).

Introduction:

Jennifer Jessup, OS PMO, welcomed attendees, requested brief introductions, and proceeded with a review of the agenda. In addition, the January PMO Meeting minutes were formally accepted by the Committee members.

Summary/Discussion:

The February Property Management Officers' Meeting discussion provided updates on the following topics: Monthly Personal Property Reporting Requirement, Warehouse Data Call, Sunflower Cost Savings Analysis, Operation Catalog Clean Sweep, Sunflower Data Warehouse Overview, and Sunflower Migration Status.

Monthly Personal Property Reporting Requirements:

Jennifer Jessup, OS PMO, distributed a finalized copy of the Personal Property Management Actions Bubble Chart and the Element Description document; which provided clarification of each element outlined in the bubble chart. The Bureau PMOs were asked to move forth in fulfilling these elements by providing a monthly status on the completion of the elements when submitting the monthly Bureau Laptop Matrix and Property Controls reports.

In addition, the Bureau PMOs each received a finalized copy of their Bureau specific Personal Property Management Actions Bubble Chart.

Warehouse Data Call:

Jennifer Jessup, OS PMO, requested for the Bureau PMOs to provide detailed information pertaining to their warehousing operation functions not later than 2/22/08. The information

needed must include the primary and off-site warehouse location(s), and point of contact(s) information for each Bureau.

In addition, the Bureaus were asked to email Ms. Jessup with training needs and scanner projections not later than 2/22/08.

Sunflower Cost Analysis:

Jennifer Jessup, OS PMO, requested for the Bureaus PMOs to assist the Department in conducting a cost analysis on their Personal Property Management System through fiscal year 2010. To effectively capture the necessary data, the following information was requested: annual software maintenance costs, help-desk support costs, training costs, and server costs. This information is due to the Personal Property Management Division not later than 2/22/08.

This data will be beneficial to the Department in determining the projected FY2010 budget for Sunflower per Bureau. Projected costs for Sunflower will be provided to Bureau PMOs by Spring 2008.

Operation Catalog Clean Sweep:

Tia Lim, Sunflower Systems, provided a detailed overview of the Operation Catalog Clean Sweep project to Bureau PMOs by reviewing the project's purpose and requirements. The main purpose of the catalog cleanup effort is to ensure uniformity of catalog entry descriptions, model numbers, manufacturers and model names. In addition, it is essential that any catalog inconsistencies are addressed and corrected prior to the migration of Census and NIST into Sunflower to minimize errors during the cut-over phase of this project. The estimated completion date for this project is March 31, 2008. Bureau PMOs were informed that assistance may be requested from their Bureaus to ensure this project is successful.

Lastly, guidance on adding, removing, and modifying a catalog entry was also provided during this discussion.

Sunflower Data Warehouse Overview:

Lana El Eryan, Sunflower Systems, provided a detailed overview by conducting a briefing/presentation of the Sunflower Data Warehouse. This functionality will be intrinsic during Phase II of the migration. The Sunflower Data Warehouse will be a central repository that provides users with access to various user-defined reports directly from Sunflower Systems. This will eliminate the need for Bureaus to use external resources to run various user defined reports. The Sunflower Data Warehouse project will be accessible to all Bureau users during the deployment of the Phase II Migration of Census and NIST.

The Sunflower Phase II Team requested that Bureau PMOs provide a list of sample reports and data elements that they would like to incorporate into the Sunflower Data Warehouse. This information is due to the Personal Property Management Division not later than 2/20/08. The Sunflower Phase II Team will compile the data submitted and individually work with each Bureau PMO to define the requirements at a later date.

Sunflower Migration Status:

Fred Fanning, DPMO, discussed the current status of the Sunflower Phase II Migration. The Sunflower migration project is proceeding as planned, within budget, and with no schedule delays anticipated at this time. At the present time, documenting the "As Is" processes for NIST

and Census is coming to a close. The “To Be” process will be completed towards the latter part of the month in February.

In addition to documenting these processes, Sunflower is progressing with the development of the requirements gathering documentation needed for the development of the interfaces. Weekly meetings are currently being held with Bureau Subject Matter Experts to facilitate this process. The anticipated completion date of this task is 3/1/08; however, the accuracy of this date will depend on the responses and dedication given by Bureaus.

Lastly, the system’s Certification and Accreditation (C&A) is proceeding as planned. This task will be completed NLT 3/31/08; however, a modification will have to be submitted to the C&A at the end of the migration to document the system’s changes that transpired during the final stages of the migration. This modification will ensure the system’s C&A remains current. OS and Sunflower will continue to hold weekly status meetings with the Bureaus to discuss the project’s status, outstanding issues, and next steps.

Action Items:

- Property Management Officer’s Meetings will be held on the 2nd Wednesday of every month at 2 p.m. The next meeting will be held on March 12, 2008 in Room 6057.
- Warehouse Data Call, due 2/22/08.
- Personal Property Management System (PPMS) Budget Projections, due 2/22/08.
- Sunflower Data Warehouse Overview Reports, due 2/20/08