

November 12, 2009

PARS II Overarching Integrated Project Team (OIPT) Meeting Notes
(As scribed by Mark Landry, Lawrence Billy-Eko and Ken Henderson)

Attendees:

Tom Bruder (OECM)

Pete Check (Deputy Director for OECM)

Ivan Graff (OECM)

Frank Hall (CF-70; Office of Cost Analysis)

Ken Henderson (EES) e-mail: ken.henderson@hq.doe.gov; ph: 3-8834; cell: 603-860-8489

Brian Kong (OECM)

Mark Landry (Dekker, Ltd.)

John Makepeace (OECM)

Mark Sinichko (NNSA)

On Phone:

Norm Ayers (EES)

Judith Bernsen (EM-11)

Lawrence Billy-Eko (EES)

Eric Cochran (EM-11)

Kai Mong (EES)

Mike Nosbisch (FCOG PM Working Group)

Matt Shea (EM-11)

Greg Ward (Dekker, Ltd.)

Agenda:

1. Communication Channels and Protocols
2. Project Priorities
3. High Level Schedule Milestones
4. PARS II Problem Classification
5. Moving to Weekly IPT Meetings

Communication Channels and Protocols:

- John Makepeace put together a communication channel diagram for the deployment phase of PARS II. Mr. Makepeace presented the chart to the group. EES/Dekker will need to have communications directly with the contractors. All communications must be CC'd to the program leads.
- EM already has its own IPT, which is something that the other programs may want to emulate. IPTs for the individual programs would include site leads from the participating sites within the individual program.
- EES is the prime contractor, Dekker is a big part of this, but EES is the lead, so all communications must be managed and known by them.

Project Priorities:

- OECMC has received the list of project priorities from EM and NNSA, but not from Science.
- EM is confident that their list of projects will change due to overall restructuring of the program.

High-Level Schedule Milestones:

- Ken Henderson presented the milestones in the accompanying slide on this topic.
- “Early Look” demos of the system will commence in early December for OECM.
- One person from each program and the OECM personnel and a few FPDs will be the User Acceptance Testing group, which will total about 12 people. They will all be in the same room either in Germantown or downtown DC, to test the OA and CPP modules. This will be on the real AHE server, in the test environment.
 - A couple UAT testers will be at their own site, to make sure such access is verified.
- There will be a defect reporting form and issues will be classified using the “PARS II Problem Classification” scheme (discussed later in this meeting).
 - Any defects discovered will be retested after being corrected.
- Brian Kong asked for an early look demo sooner than December.

PARS II Problem Classification:

- There will be a defect form for the acceptance testers to fill out and classify items that they find wrong with the system as follows (the USERS/TESTERS determine the level, not the help desk personnel):
 - 1 (RED): Prevents the Accomplishment of an Essential PARS II Capability
 - 2 (RED): Adversely Affects the accomplishment of an essential PARS II capability, and no work-around solution is known
 - 3: Adversely affects the accomplishment of an essential PARS II capability, but a work-around solution is known
 - 4: Results in User/Operator inconvenience or annoyance, but does not affect an essential PARS II capability
 - 5: Any other effect
- Red items will present immediate schedule impacts to the deployment, as they are considered critical fixes that must be made in order to continue deployment.
- Several non-red items may also cause schedule impacts if they are enough in number to slow down deployment.
 - E.g. too many related 3s could ultimately be qualified as a 2.
- Issues encountered during the UAT will be handled on a case-by-case basis.

Moving to Weekly IPT Meetings:

- Ken and John suggested holding the meetings every week because during the deployment many more stakeholders would be involved and things would be moving rapidly, requiring the need for communication to be more “real time”.
- Ken also stated the need for the format of the IPT would shift from delivering presentations to working on issues and deciding on actions to keep the deployment moving along productively.
- The attendees in the room and on the phone agreed to the weekly schedule.

Additional Topic of Discussion – Preliminary Information Package Needs to Go Out to the Contractors:

- Pete Check initiated a discussion about the programs creating a contract requirement on their own, rather than creating one at the DOE HQ level. Contract mods work much

more quickly coming from the programs themselves. EM has already done this for their contracts.

- The contractors should not have to wait for their kickoff meetings in order to see the preliminary information package. OEEM will provide the IPT members with the CPP package next week at the IPT meeting. Once the programs distribute this information to the contractors, the contractors will be better able to provide their programs with the estimated effort it will take to comply.
- Pete Check suggested that the information package must have a cover letter memo that markets the PARS II requirements to the contractors, and lets them know why this is “the best thing since sliced bread.” EES will send this package and letter to OEEM next Monday, which will review it before next week’s IPT meeting.
- Mike Nosbisch suggests that some of the benefits to contractors of this system may be that other reporting requirements may be alleviated by this tool. Pete Check agreed, and asked that this investigation be placed on the Parking Lot to look into what other requirements can be met by this system. John Makepeace asked FCOG to put together a list of required reports that they have to provide now, and send the list to OEEM for review.

Items for Next Week’s Agenda:

- PARS II Preliminary Information Package
- Revised PARS II Project Deployment Schedule

Action Items:

1. EES will write the marketing cover letter for the Information Package.
2. EES will deliver the Preliminary Information Package to OEEM by Monday Nov 16, close of business, for review.
3. ~~A placeholder of COB Tuesday Nov 17 was established for EES to give OEEM the Information Package.~~
4. The “early look” demo of PARS II will be scheduled for early Dec 2009.
5. OEEM will provide the PARS II Preliminary Information Package to IPT members on Thursday.
6. John Makepeace will cancel the PARS II IPT scheduled for Thanksgiving Day.
7. EES will update the POC list on the PARS II web site and any other items that need to be updated.
8. EES will place the meeting minutes on the website and send it to all the IPT members.
9. Ken Henderson will include the URL for the latest PARS II documents in these meeting minutes.
10. John Makepeace will add Barry Berkowitz to the IPT.
(correction: Executive Steering Committee, not IPT)
11. Pete Check will follow up with the Office of Science regarding their response to the Project Priority List, which was due to OEEM a week ago.
12. EFCOG is to put together a list of required reports that they provide to the DOE now, and send the list to the IPT for review.
 - o This is actually for a few representative reports – not all reports.
13. John Makepeace will touch base with Mel Frank to sync up on this status of the MOU (with the Office of Cost Analysis?).

