I-Suite Client Server

Change Board Meeting Notes

August-September, 2009

Finalized October 26, 2009

I-Suite Change Management Board Meetings
August 5, 12 and September 16, 2009
Virtual

Participants: Donna Tate, Change Management Coordinator
Flint Cheney, Change Management Board Chair, Plans Subject Matter Expert
Gina Bald, Deputy Project Manager (Not Present September 16)
Sarah Fisher, Finance Subject Matter Expert
Marcus Medina, Logistics Subject Matter Expert
Mary Ann Szymoniak, IBA Business Lead (Not Present August 5)
Jon Skeels, Senior Project Manager (Not Present August 5, 16))

Mary Ann Szymoniak, Business Lead, and Jon Skeels, Senior Project Manager, were unable to attend the first Meeting.

This was the first formal meeting of the Change Management Board (CMB). Meeting was held virtually via Conference Call and a Go To Meeting. Copies of Configuration Management Plan, new Change Management Requests (CMRs), and existing Change Requests were provided prior to the meeting for review.

The Configuration Management Plan (version 3.0, March 2009) was reviewed. Specifically, discussed Section 2.3.7, Change Management Board and covered roles of CMB Members. Discussed Section 4, Change Control Process and Donna explained the difference between defects and new items.

Flint asked about length of term for positions. This is not included in the Plan.
Action Item: Gina will look at the ROSS Configuration Management Plan for wording and add to I-Suite Plan.

Action Item: Donna will respond to Change Management Request submitters as to status of their request.

The Change Board Meetings were held on August 5, 2009, August 12, 2009 and completed on September 16, 2009. Below is a table of new and existing CMRs that were discussed and the decision made.

After the final meeting, all items were updated in Quality Center. A list of items to include in the 10.01.00 release was consolidated and sent to the Project Manger for approval.

Note: Quality Center (QC) is the tool that I-Suite is using for documenting CMRs, bugs, and defects. See Quality Center for detailed information on each CMR

QC #	CMR Title	Module Affected	Status	Remarks
**New Items Reviewed August 5, 2009**			
974	State and Cooperator Create Daily Logic	Cost	10.0 Release	Action: Donna will review the logic
975	OF-288 Additions/Deductions for Casual Hires	Time	Possible Patch depending on timeframe of need (Dec. 2009?)	Action: Mary Ann Szymoniak is gathering requirements.
976	Analysis/Exception Report Actual w/Days Missing	Time, Cost	Look at for e-ISuite	e-ISuite – Look at building logic into Time/Cost modules
977	Training Specialist Modules	New Module	Look at for e-ISuite	
978	IAP Operational Period	IAP	10.0 Release	Multiday IAP
979	Aircraft Cost Data and Reports	Cost, Custom Reports	Need more info from SMEs	Action: Sarah will talk to Air SMEs and Donna will talk to Cost SMEs.
980	Failed Login Attempts	General	10.0 Release	From 3 to 5 failed login attempts
981	24 Password Generation	General	10.0 Release	Cannot reuse last 24 passwords
982	ICS204 Line Overhead Filter Button	IAP	10.0	Changed Design
984	Training Materials	General	10.0	Cleanup up numbering issue. Hallie?
989	Export Custom Default Rate Tables	Cost	10.0	Med. Priority. LOE?
983	Backup Event	DB Admin	10.0	Audit Log event
985	Rules of Behavior	General	10.0	Automated ROB. A-123 Requirement
986	Actual Demob Report	Demob	10.0	Medium, as long as people

QC #	CMR Title	Module Affected	Status	Remarks
				know what they are getting in reports.
987	Actual Demob Report – Reassignments	Demob	e-ISuite	
988	Reassignments	Demob	e-ISuite	
990	Parent/Subordinate ETA	Cost		Bug? Donna will evaluate
991	ETA Demob Costs	Cost	e-ISuite	
N/A	Taskforce Create Daily Logic	Cost	N/A	Working Correctly
New Items Reviewed September 16, 2009				
Dup 977	Training Specialist Module	New Module	Look at for e-ISuite	Additional Request
1038	Filled subordinates are getting Parent check-in/assign date when cost is run	Resources/Cost	Patch 9-1	Fixed in patch 9-1. Cost will not calculate on filled resources
1039	Time postings disappearing when processing invoices in Manage as One	Time	10.0	If able to duplicate "Fix" Priority High
1040	Enable External Access auditing when EA Account is created	DB Admin	10.0	A123 requirement Priority Urgent
1041	Falling teams on "O" numbers will not show correctly in 204 dropdown lists	IAP	e-ISuite	In the process of developing e-ISuite, incorporate overhead teams, such as falling teams to display and behave similar to a crew type resource.
1042	During the ROSS import allow the user to edit the "too long" resource name	DB Admin	Future Release	Approved for future release
1043	Need more flexibility for leader name on ICS 204	IAP	Future Release	Approve for future release

QC #	CMR Title	Module Affected	Status	Remarks
1044	Add additional Sort on Tentative Poster	Demob	10.0	Approved Priority High
1045	Default accounting code is defaulting to first in the list on Crew Post and Manage as One	Time	10.0	Defect Priority Very High
1046	Convert I-Suite Database from MSDE 2000 to MS SQL Express 2005		10.0	Pending Approval
1049	Create New Data Dictionary	N/A	N/A	Done
Existing QC Items Reviewed August 5, 2009				
8	Cost Flows	Cost	10.0	Medium
39	Daily Cost Records – Rolling to new daily record	Cost	10.0	High
721	Daily Cost Records – Parent Rollup not calculating correctly	Cost	10.0	Very High
580	Daily Cost Records – Deductions	Cost	10.0	High
575	Exclude from Processing – Typo in Option Wording	Cost	10.0	Low – If Time
840	Graph Totals	Cost	10.0	Very High – Per Sarah
634	Incident Data- Leaving Incident add/edit screen error	Data Admin	Future Release	Bug - Low
870	Password Sync Issue	DB Admin	Future Release	Found in Testing. Sabioso is researching.
169	Export Data – cls.xml	DB Admin	Future Release	No longer doing cce. Per Tom, not worth a change
551	Import Data – "...too long message…"	DB Admin	10.0	Bug- Change to high
576	Import Data – CCC Crews import with PVT	DB Admin	Future Release	Watch this year

QC #	CMR Title	Module Affected	Status	Remarks
546	Import Data – Incident Match Screen mouse over labels	DB Admin	10.0	Low – As time allows
552	Import Data – Close during Import	DB Admin	10.0	Medium
478	Merge – Auto Complete not selecting DB	DB Admin	10.0	Medium – Bug
923	Air Travel – Name on Picture ID reverts back to default	Demob	10.0	Very High
43	Data – Forcing Case Inconsistent	Demob	10.0	Leave Low
537	Custom Reports – View Field Name Consistency	Demob	10.0	Medium
566	Quick Stats – Duplicating Categories	General	10.0	Change from Low to Medium
428	Reports – Inc Name and Manage All checkbox do not appear on reports screen	General	10.0	Low
765	General – Save All does not close forms	IAP	10.0	Close – As Designed
548	ICS-204 – Line betw blocks 7 & 8 disappears	IAP	10.0	Change to Low
703	ICS-205 – error when RX or TX is blank	IAP	10.0	Medium
727	MFL – Rfunction and Tone not propagating	IAP	10.0	Change from Med to High
527	Tree View – Scroll bar defaults to bottom	IAP	10.0	High
435	Injury/Illness – Injury Option is automatically selected	Injury/Illness	10.0	Change from Low to Medium
71	Injury/Illness – Hidden cursor after scrolling	Injury/Illness	Future Release	LOE is High
540	Injury/Illness – Security Subsection	Injury/Illness	10.0	Medium
549	Add Injury/Illness – Default Fields not always displaying	Injury/Illness	10.0	Very high per CCB
673	Add Resources – Verify Required Data	Resources	10.0	Medium
12	Edit Resources – Edit Parent Resource and get	Resources	10.0	No impact. Add to Bugs

QC #	CMR Title	Module Affected	Status	Remarks
	msg about UnitID not matching			and Tips
Existing QC Items Reviewed August 12, 2009				
798	Add/Edit/Delete Resource – Contract to Non-Contract after export is not displaying correct msg box	Time	10.0	High per Mary Ann. Occurrence is possible. Look at LOE.
857	Add/Edit/Delete Resource – Allows SSN less than 9 digits	Time	10.0	Very high. Check with Payment Center
690	Add/Edit/Delete Resource – Export for OF-286 not using 3 decimals	Time	10.0	High. Check with Payment Center if change to export will have an affect
659	Contractors – Refresh issue on grid when deleting time postings	Time	10.0	High per CCB
683	Contractors – Admin Office and City with apostrophe locks up Admin Office functionality	Time	10.0	High per CCB
46	OF-286 Invoice – Guarantee Calculations	Time	e-ISuite – Per Mary Ann	
45	OF-286 Invoice – Primary with Guarantees	Time	e-ISuite	Validate higher Bus Processes for 286's
594	Post Time – GUAR, COP, DAY OFF allows entry of stop/start times	Time	10.0	High. See where it falls out with LOE.
486	Post Time – Contracted Resource – Incorrect Label Display	Time	10.0	Low. Work on if time
53	Post Time – Contracted Resources – Daily Special Rate – Start Data doesn't Display	Time	Future Release	Duplicate
487	Post Time – Contracted Resource – Tab Order not correct when using Both option for posting	Time	10.0	High. Nuisance

QC #	CMR Title	Module Affected	Status	Remarks
814	Reports – File Type to create the Fax report	Time	Future Release	Close – Put on Website that Adobe is needed
452	Reports – Shifts in Excess of Std Hrs Report displays incorrect info and doesn't properly sort	Time	10.0	High
376	Reports – Cost Button is displayed as pressed	Time	e-ISuite – Donna will change to future release	Low for current I-Suite
34	Resources Grid – Contractor not showing in grid	Time	10.0	Medium
66	Create Daily Costs (on/off) – Add UOM for Weekly and Monthly Rates	Cost	e-ISuite	
541	Daily Cost Records – Use Actual Costs Only	Cost	10.0	Medium
421	Daily Cost Records – Calculates for GUAR, COS, and DAY OFF	Cost	e-ISuite	
72	Daily Cost Records – Not Updating Actual Status	Cost	10.0	High
109	Graphs – Individual Aircraft Box	Cost	e-ISuite	Low. A/C Reports work fine
76	Look-Up Tables – Kind Codes	Data Admin	e-ISuite	
581	Users – Enforce Separation of Duties	DB Admin	10.0	A-123 Requirement
524	Data – Demob ST Components and Rostered People when demobing ST parent	Demob	10.0	Look at a flag and tell them they have to do it. Message Box.
533	Reports – Change sorting for Mob/Demob Report	Demob	10.0	Medium – Work on if time
532	Reports – Available for Release Column Headers	Demob	10.0	Medium
530	Reports – Demob Planning Report additional data	Demob	10.0	Medium
531	Tentative Release Report – Number of Days left	Demob	10.0	High

QC #	CMR Title	Module Affected	Status	Remarks
	confusing			
82	General – Complex/Merge/Reassign	General	e-ISuite	
64	General – Shortcut/Underscore Functions Consistency throughout app	General	10.0	Low – Deficient
86	IAP – 2 Users cannot work on Same Form at Same Time	IAP	10.0	High
526	Export Plans	IAP	e-ISuite	
138	General – IAP – Allow Incident Name to be editable	IAP	10.0	Medium
85	ICS-203 – Reduce font in Block when adding multiple Names	IAP	e-ISuite	
166	ICS-204 – Implement New Form	IAP	Future Release	In Draft Form. Final Release Unknown
114	ICS – 204 - Auto complete by request number	IAP	Future Release	Nice to Have
446	ICS-204 – Add more frequencies	IAP	Future Release	Hold off for new form
529	ICS-204 – Add additional info in warning msg when a resource already exists on a 204	IAP	10.0	Medium
167	ICS-205 – Implement New Form	IAP	Future Release	In Draft Form. Final Release Unknown
168	ICS-220 – Implement New Form	IAP	Future Release	In Draft Form. Final Release Unknown
123	Add Injury/Illness – Without tying to a resource	Injury/Illness	10.0	High
538	Injury/Illness – Options – Add Incident Phase	Injury/Illness	Future Release	Denied. Over Automation
539	Injury/Illness – Options – Use System Date for	Injury/Illness	Future Release	Denied. Workaround

QC #	CMR Title	Module Affected	Status	Remarks
	Seen Date			exists
455	Resources – Reassign	Resources	Future Release	Need definition of reassignment
456	Resources – Split Incident	Resources	Future Release	
**Existing QC Items Reviewed September 16, 2009**			
542	Resources – Expand Plans Remarks	Resources	10.0	HIgh
534	Resources - Reports- 209	Resources	10.0	High
89	Resources - Reports- Crew Roster	Resources	Future Release	Medium
88	Resources – Grid- Filter bar offset on All Persons View	Resources	Future Release	Medium
98	Time – Contract Resources - Add UOM for weekly – monthly	Time	e-Isuite	
129	Time – Contract Resources - Allow more then 2 decimals for UOM rates	Time	TBD	Need to Contact ASC to determine if this is feasible (effects export)
180	Time – Contract Resources - Add summary page for OF286	Time	Future Release	Low
101	Time – Post Time – Crews - Add columns to Post Time roster grid	Time	Future Release	Medium
124	Time – Reports - Add hours worked report	Time - Reports	Future Release	Medium
525	Time – Reports – Add additional filter options to Missing Days report	Time - Reports	10.0	High
179	Time – Reports – Create a transmittal report when the financial export is created	Time - Reports	Future Release	Medium
97	Time – Resources Grid- Filter bar offset on All Persons View	Time	Future Release	Low