eIT Times

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Overview of the eIT PMO

The USAMRMC Enterprise Information Technology (eIT) Project Management Office (PMO) is responsible for providing IT solutions to support medical research at USAMRMC in accordance with DoD/Army/MEDCOM policies and regulations.

The PMO facilitates full program coordination to ensure successful acquisition of required IT solutions to support Food and Drug Administration (FDA) compliance efforts.

The eIT PMO maintains a valid DoD Interim Authority to Operate (IATO).

EDMS "Hands On" Training Dates

Classes are held in Bldg 844 at Fort Detrick (DCO available by request).

Basic Functionality Training

Time: 0830-1000
November 12, 2014
December 10, 2014
January 14, 2014

Manager Training

Time: 1000-1130
November 12, 2014
December 10, 2014
January 14, 2014

Enterprise Connect Training

Time: 0900-1030
November 19, 2014
December 17, 2014
January 07, 2015

Advanced Training

Time: 0900-1030
November 26, 2014
December 03, 2014
January 21, 2014

Contact eIT PMO Mailbox to schedule:
(usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil)

In the Spotlight...
Effectively Implementing EDMS Capabilities in your Organization

Part of our mission and vision at the eIT PMO is to provide and sustain a suite of USAMRMC Medical Research Enterprise IM/IT solutions that meet the needs of the Command and its collaborative partners. The eIT PMO Team actively promotes the use of one of those systems, the Electronic Document Management System (EDMS), to organizations throughout USAMRMC.

The FDA compliant EDMS is focused on the reduction, and possibly the elimination, of paper-based management of both regulated and non-regulated documentation. The system enables users to collaborate within and across the Command, with other DoD entities, and with our numerous external partners in industry and academia in support of the medical research that is conducted at USAMRMC. It provides a centralized, controlled access, information environment and features that are capable of streamlining organizational business processes.

The eIT PMO Product Support Team has been busy visiting various organizations throughout USAMRMC that have expressed interest in utilizing the system— not only for the inherent capabilities the system offers, but to discuss customized workflows and tools we can develop for them to meet specific business process needs within their organization. We are also letting people know that in the month of November, we will be releasing our very first "enterprise-wide" Document Routing Workflow which will be available for use by all EDMS users (See *Future Capabilities* on pg 2). The pending release of this workflow is causing a stir; after all, no one will argue that automating the document routing process will provide measureable efficiencies for a process that occurs almost daily in most organizations.

The eIT PMO has already delivered several *customized* EDMS tools and workflows to organizations

using our system. Those users are seeing firsthand, how business process automation within EDMS not only ensures the integrity of their process, but saves on time and expense. In turn, they often spark interest by 'spreading the word' to others in their organization or command.

When we hear from or talk to interested customers, one of their first questions is, **'I want to use this system--so what do I do next?'**

Good Question…and we have an Answer for that!

The eIT PMO Product Support Team follows the process outlined below to help customers that are new to our system, effectively implement use of the EDMS within their organization.

Phase 1: Orientation and Initial Planning

❖**Provide an EDMS Capabilities Demo.** We will demonstrate some of the basic capabilities inherent to the system as well as introduce a selection of customized capabilities we've delivered to other organizations.
❖**Discuss General Implementation Goals and Determine Path Forward.**
❖**Determine POC(s) for the Organization.**

Phase 2: Define Organizational Implementation

❖**Tell us about your Organization.** The name of the organization, where it falls in your command structure, function, major business processes, file storage needs, number of personnel, etc.
❖**Discuss Types of Users to Help Determine Group Structure.**
❖**Identify User/Users who will become EDMS Knowledge Managers.** Users who will take EDMS Manager Training in order to manage access to your organization's information.
❖**Evaluate Current Folder/File Structure.** Are your needs being met? What improvements would you want to make? Do you need to clean house? What access levels will you need?
❖**Evaluate Collaboration Needs.**
❖**Install Enterprise Connect.** An EDMS 'add-on' that can be installed; it has the look and feel of Windows Explorer and enables bulk uploading of files/folders.

Technology Solutions for Medical Research

❖**Train Knowledge Managers.** These individuals can be a positive asset during initial roll-out and staff training.
❖**Design EDMS Folder/File Structure and User Access Model.**
❖**Discuss Migration of Documentation.**
❖**Create User Accounts.**
❖**Provide Basic Training to Users.**
❖**Migrate Existing Documentation to EDMS.**
❖**Go Live!**
❖**Coordinate with POCs/Knowledge Managers to Provide Initial Support.**

Phase 3: Define Advanced Capability Implementation

❖**Identify Additional Capabilities.** 'Beyond the Basics' discussions. Do you want to use advanced capabilities already offered in the system (i.e. Projects, Collections, Discussions, Polls, Pulse, etc.) or do you have ideas for customized capabilities?
❖**Conduct Advanced Training for Capabilities Offered in the System.**

Phase 4: Requesting Customized Workflows or Tools

❖**Define.** We will meet with you to define the objectives, document the business process you hope to automate, and discuss the high level capabilities needed. These working sessions will result in the creation of a Workflow Implementation Document (WFID) or a Tool Implementation Document (TID). A detailed schedule will be developed and presented for government approval to begin the work.
❖**Develop.** Our EDMS Developers will develop the customized capability in a Development environment, conducting dry-runs with you to confirm your requirements will be met.
❖**Test.** The capability will be migrated to the Test environment and formal testing will occur.
❖**Train.** A training guide will be provided and we will provide training to you on the use of the workflow or tool.
❖**Implement/Support.** The EDMS Developer will execute the Release Plan documented in the WFID or TID to move the tool/workflow to the Production environment where final testing will be conducted. There will be a 'pilot period' where you will be able to request minor updates/revisions before a final sign off and the tool or workflow is moved into the Support/Sustainment phase.

❖**Change Management.** If enhancements or modifications are needed once the capability is deployed, you will submit the request to the eIT PMO and the process will start again to implement those changes.

If your organization is looking for ways to promote productivity and efficiency, contact us. We may have an App for you!

Capabilities Delivered this Quarter

eIT PMO Releases Folder Automation Tool for USAMMDA and Task Tracker Tool for WRAIR

❖The US ARMY Medical Research and Materiel Command (USAMRMC) Enterprise Information Technology (eIT) Project Management Office (PMO) released a Folder Automation Tool to USAMMDA's Division of Regulatory Activities and Compliance.

The Folder Automation Tool allows users who create and prepare protocol submissions to the FDA to automatically create the standard folder structure used in preparing the submission. In addition, the tool automatically applies the appropriate permissions to the structure. Users are allowed to add new products, add new submissions to existing products and archive submissions as needed. Upon archival, the tool automatically adjusts permissions to the folder structure.

❖The US ARMY Medical Research and Materiel Command (USAMRMC) Enterprise Information Technology (eIT) Project Management Office (PMO) released a Task Tracker Tool for the WRAIR Experimental Therapeutics Branch.

The Task Tracker Tool will be used to track both internal and external task assignments. The tool provides the ability to create and maintain tasks and associated sub-tasks; search tasks within the application; print and/or export search results; and view all tasks that have been entered. When a new task is submitted, the application automatically creates a corresponding folder area to store documents associated with the task. A link to the folder is provided within the task form. An automated email notification containing a link to the task can be sent to the assignee.

Product Updates

Medical Dictionaries

WHO Drug Dictionary updates for Sept 2014 and MedDRA 17.1 are now available within SAE and EDC.

Future Capabilities

Enterprise Document Routing Workflow

Due to be released in the coming quarter, the Enterprise Document Routing Workflow is the eIT PMO's first truly 'enterprise-wide' Workflow and will be available to all EDMS users. EDMS users will be able to initiate their own automated workflow, anytime they want to route a document package for review, approval, and/or signature. Each cycle may be repeated as many times as needed. Document packages may be reviewed, approved and/or signed either sequentially or concurrently and each cycle may be different. The workflow provides automated notification of assignments, tracking, status, version control, and audit trails. Additionally, a report provides the initiator with the ability to view the progress of workflows in motion, view comments associated with the workflow, and to stop a workflow in progress.

See Tips & Tricks for location of the workflow.

Want More?

If you and/or your organization are interested in learning more about the IT capabilities offered by the eIT PMO, we will be happy to meet with you!

Contact the eIT PMO at: usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil

TIPS & TRICKS

Where will we find the new ENTERPRISE DOCUMENT ROUTING WORKFLOW (WF) when it is released?

❖When it is released in early November, EDMS users will find the **Enterprise Document Routing WF Folder** in the **Enterprise Tool Folder** (look for this folder in the **Featured Area** on the main page of the **Enterprise Workspace**).
❖The WF Folder will contain the link to **launch the WF**, a link to generate a **'My WFs in Motion Report'**, and an **Enterprise Document Routing WF Help Folder** containing **Training** and a **User Guide**.