eIT Times

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 Authority to Operate (ATO).

EDMS "Hands On" Training Dates

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

Basic Functionality Training
Time: 0830-1000
Upon Request Nov
Friday 16 Dec
Wednesday 11 Jan

Knowledge Manager Training
Time: 1000-1130
Upon Request Nov
Friday 16 Dec
Wednesday 11 Jan

Enterprise Connect Training
Time: 0900-1000
Wednesday 16 Nov
Friday 09 Dec
Wednesday 18 Jan

Enterprise Document Routing WF Training
Time: 0900-1000
Wednesday 30 Nov
Wednesday 28 Dec
Wednesday 25 Jan

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

In the Spotlight…

EDMS "EAST" Providing Support for Integrated Product Teams

USAMRMC, as the Army's medical materiel developer, is responsible for executing its mission through its medical research, advanced development, and acquisition and medical logistics management. In addition to the Command's diverse staff of highly qualified personnel, it manages extensive extramural collaborations with other government organizations, academia, and industry all over the world. The collective efforts of these multidisciplinary groups of people are critical to the success of USAMRMC in delivering products that will protect and sustain the health and safety of our Warfighters.

USAMRMC product development efforts are managed through Integrated Product Teams (IPTs) made up of diverse functional team members from the aforementioned groups. It is the responsibility of the IPT to manage all of the activities necessary to develop a solution that meets performance, schedule, and cost parameters associated with fielding a product through development stages—a task made even more complex by the fact that members are often geographically separated. Membership for a product IPT also evolves as it moves through the development life cycle with some members on the team from beginning to end and others for only specific phases.

A recently formed USAMRMC HQ working group, charged with delivering solutions to improve access to information, communication, and coordination throughout the Command, settled on finding a solution to improve the Decision Gate process as one of its goals. Decision Gate (DG) provides IPTs with a structured business approach to guide the advancement of a product through its complete life cycle.

In the past, Product Managers and IPT Chairs have navigated the DG process in varying ways, tracking

documents and tasks on network drives, spreadsheets, MS Office applications, etc. and often communicating with the IPT members by sending large attachments via email. As a result, several issues were identified as the impetus for improving access to, and providing current instructional information on, the DG/Acquisition process:

❖ Steps are missed due to lack of knowledge

❖ Required or important information is not included

❖ Lack of easy access to current DG resources (contact information, document templates, business processes, etc.)

❖ Lack of insight into the progress of products through the DG process

❖ Lack of proper document management and version control throughout the process

To provide a solution for these issues, the working group developed a concept for an 'information pyramid' that could quickly provide current and accurate information and references to support daily activities and the ability to drill down deeper for related details about the item of interest. Ultimately, multiple functional area processes could be supported by this tool (Decision Gate, Regulatory, Contracting, etc.).

In addition, if the tool could also provide access, manipulation, collaboration, and distribution of business process artifacts in a document controlled, permission secured, 21 CFR Part 11 compliant environment—all in a one-stop-portal, the efficiency gains would be tremendous.

On 30 September 2016, the eIT PMO released the Initial Operating Capability version of the Electronic Acquisition Support Tool (EAST). The tool is a part of our Electronic Document Management System (EDMS). This initial release provides capabilities targeted at supporting the IPT Chairs, IPT Members, Product and Project Managers, the Research Development Acquisition Support Office (RDASO), the Product Lifecycle Review Committee (PLRC) and the Executive Management Committee (EMC).

Technology Solutions for Medical Research
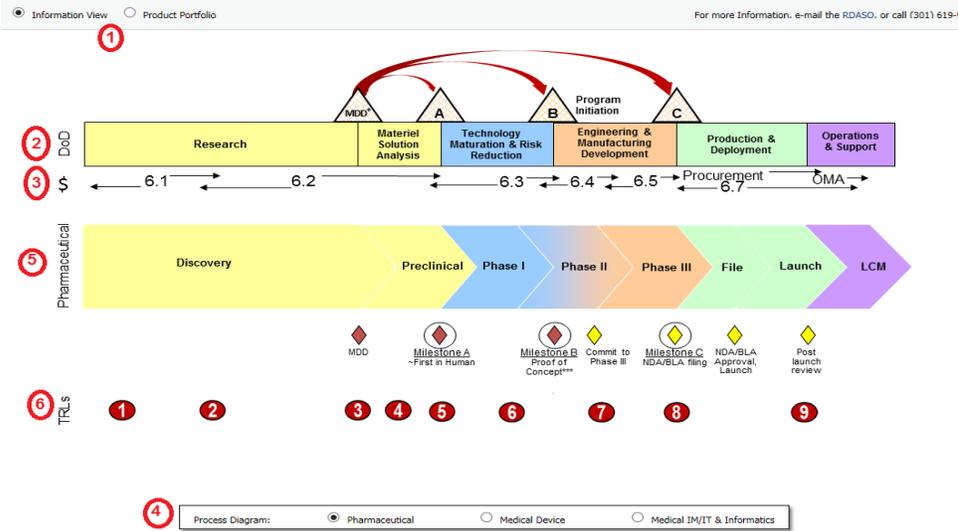
Accessing EAST

East can be accessed from anywhere in EDMS under the EDMS Tools drop-down menu in the global menu bar at the top of the screen. Two views are available to choose from in the menu; the *Information View* and the *Portfolio View*. Once in the tool, users can toggle between these views using the radio buttons near the top of the screen.[1]

Information View

The color coded bar labeled DoD[2] represents the Decision Gate Process an IPT will follow as its product moves through the development lifecycle. The Funding Line[3] labeled with a $ contains possible funding categories, shown as they correlate to the product's progress through the DG process.

The Process Diagram bar[4] near the bottom of Information View contains three radio buttons allowing the user to select the appropriate process associated with their product, which will be displayed in the middle labeled color coded bar[5].

The row labeled TRLs[6] contains the nine Technology Readiness Levels (TRLs) in the acquisition process. The use of TRLs enables consistent, uniform discussions of technical maturity associated with the different types of products developed by the Command.

The Information View is an interactive view, providing users with the knowledgeable and up-to-date information they will need as they move their product through the Decision Gate process.

Clicking on regions within the diagram will display pop-up boxes containing descriptions or definitions of that particular portion of the process[7]. Hyperlinks within the box allow the user to 'drill down' into more detailed information on an item. While some boxes will display term definitions, others will provide a hyperlink to the source of the information displayed. Some links will open a new window with the official documents, policies, or templates.
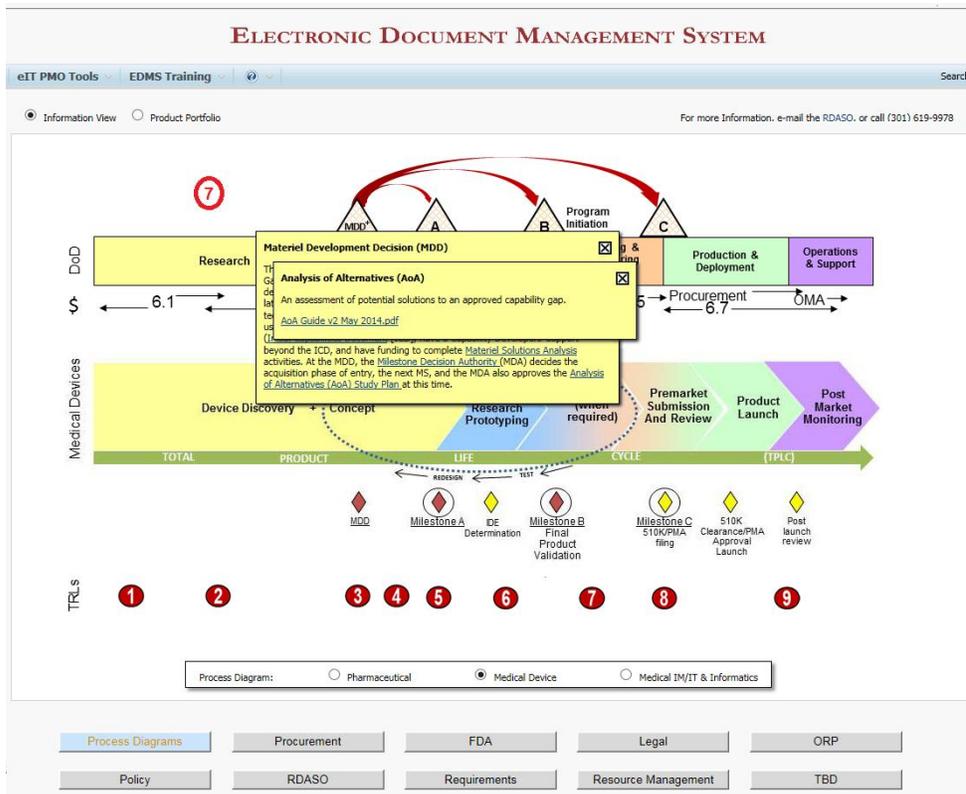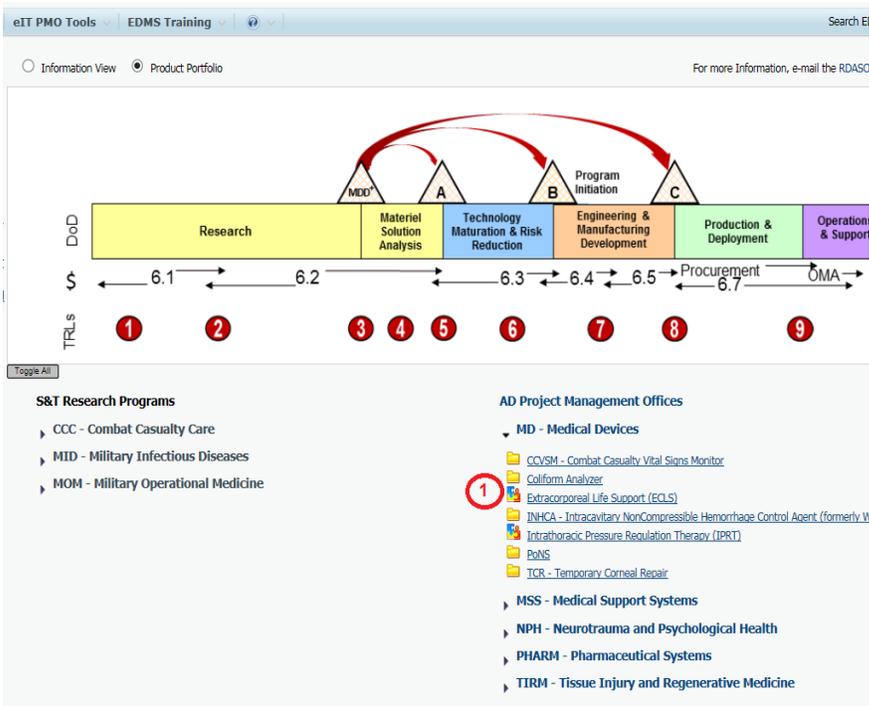
Product Portfolio View

The Product Portfolio View in EAST provides a new "front end" allowing users to quickly access the collaborative areas for the IPTs they are a member of. From this view, a product can be managed and maintained throughout its lifecycle in a secure, permission controlled area.

The top half of the Portfolio View depicts the same DG/Acquisition graphics as the Information View; however, the elements are not interactive. The bottom half provides collapsible drop-down menus for the Science and Technology (S&T) and/or Advanced Development (AD) IPTs that a user is part of. Clicking on a Research Program or Project Management Office will open the list of products using this area of EDMS for collaboration. By mousing over a product name, its current status, funding category, and TRL level are displayed on the graphic. Names of the IPT Chair and Co-Chair will display for reference as well.

Users may notice an icon resembling puzzle pieces, instead of the folder icon they are used to. This icon is the symbol for a "Project"[1]. Prior to EAST implementation, IPT collaborative areas have been comprised of folder taxonomies. An EDMS "Project" provides enhanced functionality. For those IPTs that want to leverage this feature, the IPT collaboration area can be converted to a Project. Once converted, two new non-folder items will show up in the IPT's folder structure.

❖A discussion area for informal team collaboration

❖A Task List area with extensive capabilities to assist IPT Chairs in defining, organizing, assigning tasks, and reporting on IPT documents and initiatives[2].

Whether or not an IPT chooses to use the Project feature, the EAST tool will greatly improve access to information, communication, and coordination amongst IPT members. Adding to this, the inherent efficiencies EDMS provides (audit and version control, document routing workflows, email notifications, eliminating massive email attachments, etc.) will ensure navigating the complex progression of a product through the DG/Acquisition process is accomplished with measureable efficiencies.

Contact the eIT PMO Mailbox (usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil) if your IPT would like to know more about EAST or you want to utilize the EDMS Project feature in your IPT area. *We are here to assist!*