

## 2010 Annual I-Suite Change Board Meeting

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Change Board Members:

Jon Skeels	Project Manager
Gina Bald	Deputy Project Manager
Sarah Fisher	Business Lead
Donna Tate	Change Board Coordinator/Project Lead
Flint Cheney	Change Board Chair/Plans Subject Matter Expert
Linda Turner	Finance Subject Matter Expert
Marcus Medina	Logistics Subject Matter Expert
Robert Anderson	Information Systems Security Officer (ISSO)

The 2010 Change Board process consisted of conference calls and emails to review, approve and prioritize current and existing Change Requests.

### First Meeting via Conference Call September 13, 2010.

The following Change Board Members were present on the call: Jon Skeels, Sarah Fisher, Donna Tate and Flint Cheney. Gina Bald and Linda Turner will review all new change requests in a spreadsheet and respond via email. Due to high fire activity, Marcus Medina was unable to participate.

The purpose of this first meeting was to review and respond to all new Change Request submitted since the 2009 Change Board meeting. The table below identifies the status of all new change requests after change board evaluation and input:

New Change Requests				
QC Item #	CMR Title	Module Affected	Status	Remarks
<b>1422</b>	Cost Reports Title Changes	Cost/Reports	Approved 11.0 High	
<b>1423</b>	Move Cost Flow Down Checkbox	Cost/Daily Records	Approved 11.0 Very High	
<b>1421</b>	Rename Cost Daily Total and Rollup Columns	Cost/Daily Cost Grid	Approved 11.0 High	
<b>1424</b>	Add ability to set IAP default tree view	IAP/Tree view	Approved 11.0 High	
<b>1425</b>	Add the Other 1,2,3 fields to vDemob in Custom Reports	Custom Reports/vDemob	Approved 11.0 High	

541	Cost utilizes actual only	Cost/Daily Records	Approved 11.0 Very High	Updated QC#541 to incorporate this functionality
1427	Allow faxing time report to single individual	Time/Report/Fax	Approved 11.0 High	This is approved based on a LOE of <4 hours
1428	Add post time date safety net	Time/Posting	Approved 11.0 High	Check if Post Date is more than 2 days prior to Check-in date.
1429	Allow option in IAP to display resources with "F" status	IAP/Resource Dropdown lists	Approved 11.0 High	This will allow initial IAP's to be prepared more timely.
1430	Add ability to do group status change in resources to "C"	Resources/Add/Edit	Approved 11.0 High	To function similar to Demob group status change
1431	Use IAP form/plan name as default when exporting to PDF	IAP/Export	Approved 11.0 High	
N/A	Allow single user access of all modules	DB Admin/Users	Rejected	Security requirements will not allow this functionality
N/A	Automate Equipment Hire log	Time/Reports	Rejected	The need for this log will be reviewed with the next Incident Business handbook revision
N/A	Add mouse wheel functionality in grid views	General/Resource Grid	Rejected	The grid control will not allow this functionality
1434	Add ability to email time reports	Time/Reports	Include for consideration in e-ISuite	Review for e-ISuite
1436	Improve excess hour reporting and log	Time/Reports	Include for consideration in e-ISuite	Review for e-ISuite
N/A	Add ability to import check-in data from spreadsheet.	Resources	Rejected	Out of scope
N/A	State of Alaska is requesting the ability to export time data for payment	Time/Reports	Rejected	Limited ability currently exists. e-ISuite may allow more flexibility to allow specific data to be added and exported.

## Quality Center Review

On the initial Change Board call, a discussion was held on the status of e-ISuite development and the projected decommission date of current I-Suite. It was determined that all existing change requests should be reevaluated to determine if they should be closed or moved to e-ISuite. On September 20<sup>th</sup>, a spreadsheet containing items to consider closing or moving to e-ISuite was sent to all Change Board members. Their responses were consolidated and their recommendations are included in the Items to Review for Close or move to e-ISuite table below:

Items to Evaluate for Closure or Moving to e-ISuite				
QC Item	CMR Title	Module Affected	Recommended Status	Remarks
1069	When the Cost Process is running, the database frequently locks up limiting other users ability to work in other modules until the cost process is complete	Cost	Close	With the improved Cost Run Process deployed with Patch 9-1, this is no longer a major issue.
207	Add an Accrual category for GSA	Cost - Accrual Categories	Close	Request is no longer needed by the business community
183	Add ability to adjust accruals based on Cost Share.	Cost - Accrual Extract	Close	Request is no longer needed by the business community
870	Attaching a database with admin user that already exists in a database may create synchronization issues.	DB Admin	Close	This issue typically only occurs in a testing environment. Minimal impact.
176	Include Accrual Sequence number in Financial Export	DB Admin - Export Data	Close	Completed in previous version
173	Posting column number in financial export is not always unique.	DB Admin - Export Data	Close	Problem could never be recreated.
1205	You can change rights after login and accepting ROB if the user screen is not closed	DB Admin - Import Data	Close	This issue typically only occurs in a testing environment. Minimal impact.
580	Deductions Greater than Earned for a Single Day	Cost - Daily Cost records	e-ISuite	This is addressed on the I-Suite Bugs and Tips page. Will be addressed in the Cost re-design for e-ISuite.

<b>72</b>	Daily update Process will not update Cost with deleted actual postings from Time.	Cost - Daily Cost records	e-Isuite	This is addressed on the I-Suite Bugs and Tips page. Will be addressed in the Cost re-design for e-Isuite.
<b>989</b>	Add ability to import/export Custom Rate Table	Cost - Rate Area - Rates	e-Isuite	Will be addressed in the Cost re-design for e-Isuite.
<b>576</b>	CCC Crews Should are Importing from ROSS with an Agency of PVT	DB Admin - Import Data	e-Isuite	This is addressed on the I-Suite Bugs and Tips page. Will be addressed in e-Isuite.
<b>169</b>	The XML data used to consolidated Injury Illness report requires manual intervention to correct issues with illegal characters.	DB Admin - Export Data	Close	Minimal impact
<b>608</b>	No new Incident or Database created during Split	DB Admin - Merge	Close	Split process no longer exists.
<b>1261</b>	Pushed Admin User Cannot Login	DB Admin - Users - Admin Users	Close	This only occurred in testing. Minimal Impact
<b>1098</b>	Preview is not showing the total number of pages like other modules.	Demob - Reports	Close	Consistency issue
<b>1254</b>	Alphabetize Grid Column choices in module options.	General	Close	Minimal Impact
<b>64</b>	Check Shortcut/Underscore Functions Throughout Application	General	Close	Minimal Impact
<b>566</b>	Quick Stats is duplicating categories	General - Quick Stats	Close	Unable to recreate
<b>1056</b>	Enable options for selecting a single page or a range of pages while printing reports	General - Reports	Close	Level of effort exceeds benefit

<b>428</b>	Incident name and Manage All as One checkbox does not appear on reports screen when reports are accessed from Data Admin module.	General - Reports	Close	Minimal Impact
<b>114</b>	Auto complete by request number	IAP - ICS204	Close	Level of effort exceeds benefit
<b>71</b>	The cursor gets hidden after scrolling the grid to the right.	Injury/Illness	Close	Minimal Impact
<b>456</b>	Split Incident	Resources	e-Isuite	Will be reviewed for e-ISuite
<b>1296</b>	Plans Remarks - Need a scrollbar when remarks exceed the screen size	Resources - Edit Resources	Close	Ability to expand plans remarks view in release 10.01 addresses this request
<b>1376</b>	Reports -> the sort options lists does not match up to the columns in the reports	Resources - Reports	Close	Minimal Impact
<b>88</b>	Filter Bar Offset When Using All Personnel Filter	Resources - Resources Grid	Close	Minimal Impact
<b>798</b>	Changing Contract to non-Contract after export is not displaying correct message box	Time - Add/Edit/Delete Resource	Close	Minimal Impact
<b>594</b>	Special field for GUAR, COP, and DAY OFF allows entry of Start and Stop Time	Time - Post Time	Close	Minimal Impact Manage through Audit function
<b>590</b>	Changing postings in grid for mixed crew has limitations	Time - Post Time	Close	Minimal Impact
<b>584</b>	Able to change from GUAR-HP, and COP-HP to Other Codes from Grid	Time - Post Time	Close	Minimal Impact Manage through Audit function
<b>101</b>	Add Columns to Post Time Roster Grid	Time - Post Time	Close	Level of effort exceeds benefit

<b>1272</b>	Need ability to clear the filter fields by highlighting and deleting.	Time - Reports	Close	Minimal Impact
<b>1297</b>	Time - Missing Days of Posting Report - When clearing data the Sort By radio button is not returned to the default setting of Request #	Time - Reports	Close	Minimal Impact
<b>1299</b>	Time -> Reports - Missing Days of Postings - Date fields data population	Time - Reports	Close	Minimal impact
<b>1251</b>	Typo's in the Commissary Authorization Form	Time - Reports	Close	Minimal impact
<b>376</b>	Cost report button pushed when printing an original invoice (Time Report)	Time - Reports	Close	Minimal impact
<b>97</b>	Filter Bar Offset with All Personnel Filter	Time - Resources Grid	Close	Minimal impact
<b>978</b>	Multi-Day Operational Period	IAP - General	e-Isuite	Review for e-Isuite
<b>1304</b>	Crew Post Time not Validating Against Incident Start Date - Manage As One	Time - Post Time - Crew	Close	Manage through standard auditing business practice
<b>427</b>	Need ability to change an agreement after an original invoice is created	Time - Agreements	e-Isuite	Defer to IBC for business requirements. Review for e-Isuite
<b>124</b>	Hours worked report	Time - Reports	e-Isuite	Defer to IBC for business requirements. Review for e-Isuite

### Final Change Board Review

On October 12, 2010 a list of remaining items identified in Quality Center and the new Change Requests were sent to the Change Board Members for final review and prioritization. Based on Change Board evaluation and recommendations, the following is a list of items that will tentatively be included in Release 11.0

QC Item	CMR Title	Module Affected	Priority	Comments
1462	The detail all accrual report will intermittently not preview or print	Cost - Accrual Extract	3-High	Defect
1423	Cost – Flow down Checkbox	Cost - Cost Flows	4-Very High	The flow down checkbox will be moved to the resource Show Cost screen.
1421	Rename the Sum label and add a rollup label on the Cost main toolbar	Cost - Daily Cost records	3-High	The labels that identify the cumulative total and rollup amounts will be correctly labeled.
541	Use actual costs only for selected Resources	Cost - Daily Cost records	3-High	Ability to flag resources to generate Cost based on actual postings from the Time module. No estimating will occur.
1418	Projection Module is pulling from the daily cost Total not Rollup	Cost - Projections	4-Very High	Defect
1426	Update rate tables to correct state rates	Cost - Rate Area - Rates	3-High	IBC will provide updated rates in February.
1422	Cost Reports Label and Title Changes	Cost - Reports	3-High	Change report labels on Cost Report screen to better represent the report contents.
1318	Having problems with importing external access data while in auto backup mode.	DB Admin - Auditing - Ext Access Hist	4-Very High	Defect

<b>1433</b>	<b>Restrict financial export to one per database per day</b>	<b>DB Admin - Export Data</b>	<b>4-Very High</b>	<b>Defect</b>
<b>1420</b>	Trap error message and provide message when user tries to perform database functions before database is attached.	DB Admin - General	4-Very High	DB Admin functions will be more intuitive for users.
<b>1269</b>	Allow 14 Character incident to import correctly	DB Admin - Import Data	3-High	Defect
<b>1042</b>	During the ROSS import allow the user to edit the "too long" resource name	DB Admin - Import Data	2-Medium	Truncated name will remain in the edit box.
<b>1330</b>	The waybill table does not match the merge instructions text file	DB Admin - Merge	2-Medium	Defect in Merge process.
<b>524</b>	Add ability to Demob S/T Components and Rostered People when Demobing the S/T Parent	Demob - Data	4-Very High	Strike Team status, tentative and actual demob data edits will update subordinate resources.
<b>1419</b>	Receive error message when customizing the Check Out form	Demob - Options - Checkout	3-High	Defect
<b>1435</b>	After closing Demob reports it takes several seconds for report to close and grid to reappear	Demob - Reports	3-High	Defect
<b>1417</b>	Demob-Reports Available for Release form is generating an error	Demob - Reports	3-High	Defect
<b>1387</b>	Allow ISuite to Install and Run on Windows 7	General	4-Very High	n/a

<b>1292</b>	Reports -> Custom Reports -> Known issues with custom reports.	General - Custom Reports	2-Medium	Defect with the "Show" field functionality
<b>537</b>	Make field names consistent	General - Custom Reports	2-Medium	Limited updates will be made to Custom Report views
<b>1425</b>	Additional fields needed in the Custom Reports vDemob view	General - Custom Reports	3-High	The plans Other 1,2,3 fields will be added to the Demob View
<b>1431</b>	Use IAP form name or plan date/shift as name default when exporting to PDF	IAP - Export Forms	3-High	The form name/plan date will display as the default name in the save as window.
<b>138</b>	Allow Incident Name to be editable on all IAP Forms.	IAP - General	3-High	Adds flexibility for complexes or IMT's managing multiple incidents.
<b>1429</b>	Add option in IAP to allow Filled Resources to Display in dropdown lists	IAP - General	3-High	This will expedite the ability to complete initial IAP's .
<b>1043</b>	Need more flexibility for leader name on ICS 204 for S/T T/F	IAP - ICS204	3-High	Evaluating options
<b>703</b>	IAP-205 is throwing error when either RX or TX is blank on the MFL	IAP - ICS205	2-Medium	Defect
<b>1424</b>	Add ability to set IAP default view	IAP - Tree View	3-High	Set default view of Plan/Form on IAP options screen.
<b>1193</b>	Other Quals allows duplicate entry on add-validates the problem of save	Resources - Add Resources	3-High	Defect

<b>1260</b>	Editing a Subordinate Resource puts screen into add mode when the parent record is selected.	Resources - Edit Resources	3-High	Defect
<b>1227</b>	Can't Delete "Other Qual" from grid in Resources Module	Resources - Edit Resources	3-High	Defect
<b>1430</b>	Add ability to multi-select resources and do a group status change to Checked-In	Resources - Edit Resources	3-High	Will expedite the check-in process
<b>1378</b>	Reports -> Plans Report -> Aircraft, Crew, Equipment, and Overhead reports have the Unfilled option	Resources - Reports	2-Medium	Unfilled is an invalid status.
<b>89</b>	Add Roster Report	Resources - Reports	2-Medium	Roster report will include Plans pertinent data
<b>995</b>	Error after printing OF-288 for ST/TF component	Time - OF-288 Invoice	3-High	Defect
<b>1428</b>	Time Check-in Dates	Time - Post Time	3-High	Display message if posting date is more than 2 days prior to check-in date.
<b>1427</b>	Fax Report	Time - Reports	3-High	Allow faxing a single resource in fax number group.
<b>34</b>	Contractor not showing in grid if no agreement number is added	Time - Resources Grid	3-High	Defect