

2013 Annual I-Suite Change Board Meeting

Change Board Members:

Gina Bald	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
Darin Crisp	Acting Information Systems Security Officer (ISSO)

The 2013 Change Board process consisted of communicating via email to review, approve and prioritize new and existing change requests (CRs).

New Change Requests Review December 2013

On December 18, 2013, nineteen CRs were emailed to the I-Suite Change Board for review.

Two emergency CRs were reviewed and approved for inclusion in I-Suite Release 14.01.00. Details are listed below under Emergency Change Requests.

All CRs were reviewed by the Change Board. The CRs were either approved, not approved, or deferred for consideration in e-ISuite based on value, severity and level of effort.

See table below for a summary and status of all reviewed CRs:

CR Number	Module	Request Title	Status	Comments
CR 14-01	Time - Invoices	Add ability to email payment invoices from I-Suite	Not Approved	This can be accomplished now by converting the invoices to a PDF and using the mail option. This will be easier in e-ISuite as all reports are generated in PDF
CR 14-02	Time - 286 Post	Add ability to edit equipment time postings that were entered incorrectly	Not Approved	Out of Scope for I-Suite. This request is addressed in e-ISuite Functionality

CR 14-03	Time - 286 Post	Allow edits to UOM / rate / etc. for equipment that was posted incorrectly to populate the time screen with the new information.	Not Approved	There is a current business rule that all time postings are locked to the rate used at the time of posting. Auto updating postings is not a supported business process.
CR 14-04	Time - Add/Edit Contractor	The input field character length should meet the output (printed) character length (i.e., the Name in the manage contractor does not allow for as many characters to be printed on invoices as can be input.	Not Approved	With I-Suite in its last few years of support, there is not enough user benefit to address this CR.
CR 14-05	New Functionality	Create a spreadsheet that can be downloaded from the I-Suite program for the buying team to be able to follow and fill in without having to reenter everything in the supply system.	Not Approved	Out of Scope for current I-Suite.
CR 14-06	Resources Add/Edit	On the Resource screen add an additional check box option like the Person and Contracted to identify resources ordered or being administered by another party outside of the IMT	Not Approved	Out of Scope for current I-Suite.
CR 14-07	Time - Reports	Missing Days of Postings report in Cost and Time includes R status resources and it should not	Approved	Proceed with request for level of effort. Consider for next release of I-Suite.
CR 14-08	ROSS Import	Is there a way to log in and create a ROSS import automation function which will email the most current version of the ROSS import for the inputted incident number every couple of hours?	Not Approved	This is not an I-Suite request. The user has been notified to look into the email capability through Cognos (ROSS reporting tool).

CR 14-09	Plans - Reports	I would like to have a change made to the 209 report within the plans reports menu that would allow for precise identification of resources within each field box.	Deferred	Consider for a future release of e-Isuite.
CR 14-10	Time - Reports	Add a check box on the Time Reports Screen similar to the one on the main address bar that excludes Demobed resources.	Approved	Proceed with request for level of effort for next release of I-Suite.
CR 14-11	Resources Add/Edit	Improvements that capture vital information at check-in for all resources that traveled by air.	Not Approved	I-Suite is already capturing the Name on ID and will not collect DOB. E-Isuite will collect additional travel data that should meet the need of this users request.
CR 14-12	Documentation	Create National Standard form for Check-in that mirrors ISUITE entries.	Not Approved	Out of Scope for I-Suite.
CR 14-13	Resources Add/Edit	Add ability to collect more Information when an individual has an emergency demob.	Not Approved	This can managed through demob travel questions.
CR 14-14	All	Address Shortcuts in I-Suite and develop a Reference Document	Not Approved	With I-Suite in its last few years of support, there is enough user benefit to address this CR.
CR 14-15	Reports - All	Make the "Reports Export" files fully functional with MS-Word documents and/or MS-Excel spreadsheets	Not Approved	Out of Scope for current I-Suite. This functionality will be improved in e-Isuite.
CR 14-16	Resources - New Functionality	Provide a feature that tracks, R&R days, assignment extensions, resource personnel rotation	Not Approved	This will be addressed in part when the GO-GO Glide Path functionality is implemented in e-Isuite. Custom reports will also assist in the reporting portion

CR 14-17	Grid View - All	Add a toggle check for excluding R (Reassignment) to main screen.	Approved	Proceed with a level of effort.
CR 14-18	Time - Add/Edit Contractor	Add "End of Incident" as a choice for the contract end date	Deferred	This is documented for consideration in a future release of e-I-suite.
CR 14-19	Time - Reports New Functionality	Preload the contractor performance evaluation form into I-Suite	Not Approved	Out of Scope for I-Suite. This request needs to go through the Incident Business Committee.

EMERGENCY CHANGE REQUESTS

14-20	Time – Add/Edit	Replace the collection of the Social Security Number with the Employee Common Identifier for casual (AD) employees.	Approved	This will be included in I-Suite Release 14.01.00
14-21	DB Admin – ROSS Import Process	Change the ROSS import process to import multiple file types and file structures. This is needed to prepare for a potential ROSS update that will change the Cognos download process and file type.	Approved	This will be included in I-Suite Release 14.01.00