

IISS Core Team Meeting Notes
Sacramento, CA
August 4-5, 2004

Attendees: Jon Skeels, Mary Ann Szymoniak, Jeff Park, Donna Tate, Tom Sacher, Craig Gale, Steve Simon, Nancy DeLong, Gina Bald, Stacy Cable, Sandra Smith (8/4 only), Karl Schell (8/4 only)

Project Plan Review:

Review of all of the project plan documents with the group:

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| Project Plan | Jon Skeels |
| Acquisition Plan | Jon Skeels |
| Risk Assessment Plan & Risk Management Plan | Jon Skeels |
| Contract Statement of Work | Jon Skeels |
| Staffing Plan | Jon Skeels |
| Communications Plan | Mary Ann Szymoniak |
| Implementation Plan | Gina Bald |

Team Members were encouraged to read and be familiar with these documents.

Action: Donna Tate will contact Randy Lenon to discuss status of the IAP. Does it meet the business functionality of ICECAP as directed by the NWCG? If so, have him document; if not find out what elements are missing or weak.

Action: Jeff Park will determine how the obligations portion of ITS/ICARS fits together will the State and FEMA reporting requirements.

Action: Name Tags & Badges – Steve Simon will check for any HR issues relating to this.

Action: Nancy DeLong will check out Privacy Act Issues related to issuing Name Tags at incidents.

Action: Gina Bald will contact Incident Commanders to find out which teams are using a Badge (Name Tag) system.

Action: Jon Skeels will contact the Office of General Counsel (OGC) to discuss the legalities of issuing name tags with pictures on them.

Decision: The group discussed the high level scope for the Incident Supply Issue System Module of I-Suite. The Incident Supply Issue System (ISIS) module will include both Incident Supply Inventory and Incident Supply Issue. The inventory portion of the module will be optional use.

Action: Steve Simon will obtain a copy of the Time Sheet Fax Source Code and work with Sabioso to install and review it.

Action: Donna Tate will obtain a copy of the Demobilization worksheet Source Code and provide it to Sabioso, and work with Sabioso to install and review it.

I-Suite Business Community Meeting Results Review

The I-Suite Team conducted three I-Suite Business Community Meetings (Denver, Atlanta, Sacramento) to meet with I-Suite Users and Stakeholders. The purpose of the meetings were to review the current application and seek input into the changes that should be made to stabilize the application. The meeting results in many pages of notes and suggestions. Stacy Cable pulled together the comments from the business meeting in a table format (attached). The list was reviewed with some discussion on each.

Action: Jeff Park & Donna Tate will combine similar items on the list; identify those that are scheduled on the change management list already. Identify the rest for further discussion with the SMEs. Fully document the action taken on each (i.e. already on the change plan; combined with another; needs further requirement development; needs additional information from the person submitting; etc.)

Action: Stacy Cable will create a place on the web for Change Management Items. Post the list from the meetings as well as other change information as it becomes available.

Suggestions: Mary Ann Szymoniak brought up a concern that we did not have a structured method of dealing with suggestions.

Action: Stacy Cable and Mary Ann Szymoniak will take the existing suggestions and format them into a table similar to the business meeting document. The table will be provided to Jeff Park and Donna Tate for review and posting to the web – suggestions will be documented similar to the business meeting list above.

Change Request Review

The current change management list was reviewed; Tom gave the status of the items on the list. Some of the items that do not have business requirements developed yet will need to be discussed with the SME groups.

Project Schedule Review and Discussion

Tom Sacher presented Sabioso's project schedule.

Action: Tom to complete the estimated dates so the schedule can be baselined.

Project Staffing

Reviewed the list of SMEs, and discussed other staffing commitments. Team Members and SMEs are:

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|---------------------------------------|--------------------|
| Business Lead | Mary Ann Szymoniak |
| Communications Director | Mary Ann Szymoniak |
| Project Manager | Jon Skeels |
| Deputy Project Manager | Nancy DeLong |
| Implementation Team Leader | Nancy De Long |
| Deputy Implementation Team Leader | Gina Bald |
| Training Team Leader | Gina Bald |
| Planning/Logistics Module Team Leader | Donna Tate |
| Finance Module Team Leader | Jeff Park |
| Infrastructure Team Leader | Steve Simon |
| Security Officer | Steve Simon |
| Training Logistics Coordinator | Stacy Cable |
| Web Master | Stacey Cable |
| Sabioso Project Manager | Tom Sacher |
| DigitalNet Helpdesk Project Manager | David Kee |

Planning/Logistics Module SMEs

Donna Tate – Team Leader
 Sandra Smith
 Madonna Lengerich
 Chris Lyle
 Jason Martineau

Finance Module SMEs

Jeff Park – Team Leader
 Brenda Johnson
 Craig Clarke
 Bill Mills

| Infrastructure Requirements Team SMEs |
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| Steve Simon – Team Leader |
| Michael Morgen |
| Karl Schell |
| Dave Hasten |

Project Kick Off Meeting

There will be a project kickoff meeting for all Team Members to provide a project overview, conduct Team Building activities, review, working agreements and roles etc.

Action: Jon Skeels will determine the meeting date; Stacy Cable will schedule location & make arrangements.

Training

We discussed concerns communicated by the Southwest and Eastern Area Geographic Areas regarding the timing for training. They are requesting that training be conducted earlier in the year and not in the middle of their fire seasons.

Action: Gina Bald will contact Billie Zamora from the Southwest GACC and Janis Hancock from Eastern Area GACC regarding the best dates to conduct I-Suite training, desired locations, and potential participants.