

I-Suite Planning Meeting
10/29-10/31/02

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Project Management

Systems Development

Database Engine

- Move forward with MSDE conversion
 - Document conversion procedures—**Nora**
 - Notify programmers by 11/4/02
 - Completion by 12/1/02
 - Test date in Eugene
 - Setup test 12/11
 - Test on 12/12-13
 - Utilize documentation from a selected fire (utilize Tiller)
 - Get database and plans to Nora--**Jeff**
 - Alternate test in Atlanta, in conjunction with training, to be evaluated
- Develop with switch allowing change back to access if fatal flaws with MSDE
 - Conversion must be complete by 1/31/03
- Start conversion immediately with current funding
- MSDE client will need to be included in install package
- Reduce data connections to one per app.
- IAP conversion into same database with other I-Suite modules
- Assess issues with security—**Tom/Nora**
- Documentation of administrative, etc. issues (ie: backup)—**Nora/Janeta**
- Develop Access interface into MSDE

Database Structure

Input Data

- What standards are set that we can tap into (electronic data)—below dates may change based on when data is available
 - ROSS—by 1/31/03--**Gina**
 - PMO (Judy Crosby)--by 1/31/03—**Gina**
- Do annual updates of I-Suite lookup table data based on NWCG standards
- ROSS interface—Keep on table, but no task currently assigned

Enhancements/Bugs

- Delete routine testing and update .dll as necessary—**Jeff/Rob**
- To assist backup etc., Proc up Net Listener
- Conf call for systems review Monday 8:30-10
 - Add incident start date field to incident table and have all date fields (exception R&R date) verify against that date. Also investigate future date validation.
 - Add obligation lookup table

- Conf call for updates—set up on systems call
 - Contracted resources—equipment/services/overhead
 - Review of entering/editing/changing a resource and what tables it populates and how it propagates changes
 - Review adding resources and how that populates tables and propagates changes
 - Population of tables associated with leader name
 - Single interface for startup of I-Suite apps
 - Request number discuss (ROSS approach)
- Add Hoc reporting tool across all apps.
- Single reports interface across all apps.
- Splash screen on startup of each apps--Nora
- Applications tools upgrade—Nora
- Change mgt. Process—Barb
 - Starbase change tracking system...online used by ROSS
 - Priority application change lists with estimated dollars to Barb—Sheri/Nora/Jeff
 - Identify and adopt a more formal process—Nora

Security

- Application and data security
- OMB A-130 Standards for Security—needs review.
 - Splash screen on startup of each apps
- Jonathon Ham-FS security reviewer
- Secure all crystal reports (includes strategy to stop replacing existing reports files with custom developed reports—patch process still needs to work)
- In SOP capture need to secure database after leaving incident.
- Consider having SSN posted to final pay document by hand, thus removing it from the database.
- Review other security issues around making copies of the database

Contract Management

- Leave contract in R6
- Transition lead to manage to Donna—Donna/Jeff

Distribution

Installation

- Mary Anne to continue to build installations.

Release Schedule

- Maintain Quarterly release schedule—Feb, May, July & Nov--03—However review relational to development schedule as that is finalized.

Issues

- Version control
 - Warning after 2 quarters, to check the website.
- Distribute limited supply of CD's to Regional coordinators quarterly
- Keep release notices current with releases.
- Update release image--**Jeff**

Hardware

Bar Coding

- Look for IC to champion barcode (talk to Joe Stuttler/Mike Lohrey)-**Barb**
- Project Leader Needed
- Hardware/acquisition/deployment—delegate to regional coordinators
- IQCS will not be updated in the next year

Other Issues

- A-31 laptop image not running I-Suite—**CJ/Mary Anne**
- Incident image built for use by Platypus
- Look at expanding (national) contract for hardware—National IRM issue.

Marketing

Communications Plan

- Key I-Suite Message--Dovetail into NWCG Incident Auto Project
 - **Barb communicate to Mary Ann current status of I-Suite**
- IBPWT proposal for incident automation for short and long term project needs--Adopt I-Suite with additions from ICECAP as the interim automation software for the interagency community.
- Full Communications Plan developed in concert with NWCG-**Sheri**
- National Meetings
- Contact BLM-John Gebhard
- Address Regional Coordinator role—Define-**Gina** and Identify-**Barb**
 - -- National IC Meeting—Reno 11/12-15/02
 - National FMO Meeting—Denver 2/24-26/03
 - National IRM Meeting—Las Vegas 12/3-5/02
 - NWCG Parent Meeting—Boise 1/20/03
 - Incident Bus Practices Working Team—Nashville 11/18/02
 - IC Working Team
 - IOS Working Team
 - IRM Working Team—Boise 11/4/02

Website

- Look at method of providing FAQ's
- Online documentation/Help—Link with system documentation—**Doug**
- Web Site to transition to Carolyn—2/1/03
- Continue development of Web knowledge base.
- Yahoo group discussion area—**Doug/Jeff/Mary Anne**
- Need National website for posting IAP, etc. This is outside the scope of I-Suite. The I-Suite team will support this effort.

Training

- Revise training strategy
- Empower Regional areas with train the trainer sessions
- Detach full training from team meetings
- Provide teams with updates/refresher/SOP's
- Standardize training package—**Group--Gina-Lead, Barb, Janeta, Donna, Jeff**
 - Conference call set for 11/7/02 at 10:00 Pacific
 - Discuss online training
 - Standardize existing modules
 - Develop new training package for IAP module
 - Develop training of SOP's
 - Data integration
- Contract training.....?
- Involve Regional training specialists in developing training support
- Contact Geoff Wilford--**Gina**

Training sessions

- R8/9 Train the trainer—Atlanta 1/13-17/03
- Region 6—Wenatchee May 6-8/03

Helpdesk

- Continue long term view of partnering with ROSS through Jon/Nancy
- Continue short term analysis of a contracted call center—**CJ/Donna, Nancy/Jon**
 - Usergroup tap into knowledge base
 - Review use of helpdesk software.
 - Review software Mary Anne is using for FASTRACS—Email based.
- Continue helpdesk as is until evaluation 1/31/03

Documentation

- Online Help—Assess ROSS online developer program—RoboHelp--**Jeff**
- Maintain software library—**CJ**
- Update User guides to current rev's—include impacts on other apps
 - IRSS—1/10/03--**Janeta**
 - ITS—N/A

- ICARS—No Change
- IAP--1/10/03--**Barb**
- Tools (IMS)
- Planning guide for IMT's (SOP's)—**Liz-Lead/Sheri/Nora**
- Networking document. Finalize the current document—CTSP task—**Michael Morgen-Lead, Steve Simon, David Royer**
- Update Quick Reference Guides to Current Rev's
 - IRSS—1/10/03??--**Nora/Donna**
 - ITS—1/10/03--**Donna/Sheri**
 - ICARS—No Change

Other Application Interfaces

- Supply Unit application—Mary Ann has been requested from R6 to work on such an application.

Other Stuff

- Review charter
 - Define audience (user group)