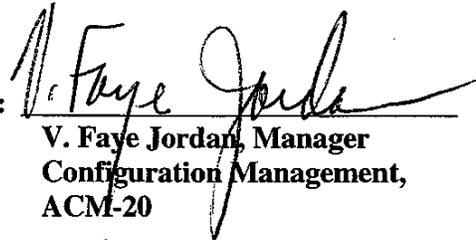


# Mission and Objectives

## Configuration Management Information Resources Management Team (CM IRMT)

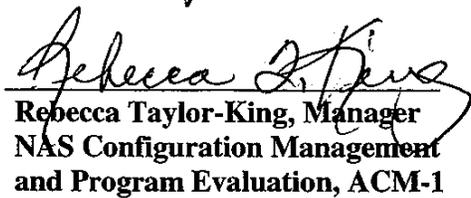
June 2001

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## **CM Information Resources Management (IRMT) Mission and Objectives**

### **Purpose:**

This mission and objectives statement establishes the CM Information Resources Management Team, defines the scope of responsibilities of the Team and reporting relationships to the Configuration Management Branch (ACM-20) and the CM Steering Group (CMSG).

### **Mission:**

The CM IRMT mission is to provide advice and consultation to ACM, the CMSG, and the CM community in the area of CM information resources management (IRM). The CM IRMT shall pursue initiatives to establish an FAA CM Information Architecture and improve CM IRM to ensure efficient and effective CM information management. This includes the management of data, information, technology, and business processes necessary to achieve the FAA CM Information Management Vision.

### **FAA CM Information Management Vision:**

An FAA CM information environment that provides CM stakeholders timely access to accurate, reliable and cost effective CM information needed to support operations and decision making.

### **Authority:**

The CM IRMT is authorized by the Manager, Configuration Management and Evaluation Staff (ACM-1) and the CMSG. ACM-20, the CMSG Chair, provides the CM IRMT Chair and other resources facilitate CM IRMT activities. The composition and operation of the CM IRMT is consistent with *FAA Order 1800.66, NAS Configuration Management, FAA Information Technology Strategy, Version 1.0* dated September 22, 1999 and the *FAA Data Management Strategy, Version 1.0* dated September 22, 1999.

### **Responsibilities:**

**Strategic Perspective** The CM IRMT designs the FAA's strategic CM information management framework, or CM Information Architecture, to:

- Focus CM information management activities towards the satisfaction of FAA operations and decision making needs, and
- Facilitate the integration of such activities across the agency.

Using the CM Needs and Sources Review (January 1999) and CM Information Architecture Concept of Operations (CONOPS) (August 1999) as a foundation, the IRMT will develop corporate strategies, policies, guidelines, standards and process improvements that will comprise the architecture. The CM IRMT will work with ACM and the CMSG to institutionalize these improvements throughout the agency.

**Tactical Perspective** The CM IRMT provides the CM community a resource to address emerging CM information resources management issues. The CM IRMT will document CM information and data needs, review FAA business processes, assess available information resources, and propose strategies and initiatives to improve CM IRM.

Annex A expands on the scope of CM IRMT responsibilities. Specific tasks will be documented in the CM Program Plan.

## Team Competencies:

CM IRMT success requires expertise and/or awareness of the roles and responsibilities of parent organizations in the life cycle CM of the NAS. In addition, specific functional expertise requirements include:

- Information Resources Management
- Configuration Management
- Information Architecture Design and Development
- Data Management
- Information Technologies (Automated Tools, Web-enabled applications, Information Systems Design and Development)
- Program/Project Management
- Business Process Re-engineering
- FAA Integrated Capability Maturity Model requirements.

## Team Structure, Relationships, and Participants

The CM IRMT is a cross-functional group that brings together FAA configuration management and information management subject matter experts. It is Chaired by ACM-20 or his/her designee. CM IRMT membership includes broad representation from across the agency. These members will possess a unique appreciation of the important role information plays in executing CM as well as an understanding of their organization's information needs, processes and supporting information systems. ACM-20 will provide necessary staff support to the CM IRMT to plan for and conduct meetings.

CM IRMT membership shall include a broad cross-section of the CM stakeholder community as well as agency information resources management organizations and activities. The Team works in coordination with the Chief Information Officer's organization (AIO), the NAS Information Architecture Committee (NIAC), the Mod Tracking Working Group (AF), the Asset Supply Chain Management (ASCM) Working Group and other organizations/groups to ensure consistency, avoid duplication, leverage available resources and share best practices.

The roles and organizations invited to participate in this forum include, but are not limited to:

Role	Routing Symbol
NAS Configuration Management	ACM-20
Chief Information Officer	AIO-300
Integrated product Teams (AUA) CM	AUA-400
Integrated Product Teams (AND) CM	AND-400
Modification Tracking	AOP-100
NAS Logistics Management CM	AML-30
NAS Operations CM	AOP-1000
NAS Transition and Integration CM	ANS-100
National Airspace Implementation Program	ANI-800
NIMS	AOP-30
Operational Support CM - Technical Center	AOS-530
Operational Support CM – Aeronautical Center	AOS- 200
Regional CM	ASO-471
Requirements Development	ARX-200
SMO-level CM	Gateway SMO
WJHTC Laboratory Management Division	ACT-400

## **Project Planning and Workload:**

### ***Planned Taskings***

The CM IRMT will develop a plan(s) of action for proposed tasks and submit it (them) to ACM-1 for inclusion in the CM Program Plan (CMPP).

### ***Emerging Tasks***

Given the nature of the FAA's CM environment, emerging requirements are inevitable. To help manage this process, the Terms of reference (ToR) format provided in Annex B will be used to propose next tasks outside the CMPP planning cycle. ToRs will be presented to the CMSG to gain agency consensus, commitment, and resources, as appropriate. The CMPP will be updated accordingly.

### **Team Recommendations and Decision-making**

ACM-1 is the final review and approval authority for CM IRMT plans, initiatives, and recommendations. ACM-1 will coordinate such products with the CMSG to gain their insight, commitment, and support.

## **ANNEX A: CM IRMT Scope of Responsibilities**

This annex defines the range of anticipated tasks under the purview of the CM IRMT. Specific tasks shall be proposed on a case-by-case basis and included in the CM Program Plan.

### ***CM Business and Process Management - defining CM-related business outcomes and validating information needs.***

- Update/validate CMIM Needs and CM capabilities matrix.
- Conduct business process improvement analyses for selected CM functions. Propose information management strategies to facilitate the new process(s).
- Develop mechanism(s) to collect and assess CM process management measures (metrics).

### ***CM Information Management - providing data and information needed for operations and decision making***

- Develop CM information management policies, standards and guidelines. Update AMS accordingly.
  - Develop corporate CM data standards and a data dictionary using the NIAC methodologies (e.g. DIDs).
  - Define roles and responsibilities to ensure the accuracy, timeliness, integrity and accessibility of CM information products.
- Develop a document management strategy to manage CM related documentation. This includes:
  - Guidelines for Program Support Libraries (PSLs).
  - Corporate strategy for facilitating cost effective access to CM documentation.
  - CDRL Standards (content and media format to facilitate information sharing)
  - Policy and procedures for the maintenance and dissemination of CM documentation.
- Define information flows, data entities, business rules and relationships for the life cycle CM process to facilitate process improvement and systems development.
- Coordinate with other intra- and inter agency working groups and information management initiatives to ensure that necessary interfaces are established to meet CM life-cycle management requirements and to share "best practices."
- Establish, as needed, Working Groups (WG) to address specific CM information management issues. Working Groups will be individually chartered through "Terms of reference (ToR)" process in which a draft ToR will be created and submitted to the CMSG for endorsement of tasking and needed resources.

### ***CM Information Technology Management - guiding the efficient and effective application of information technology to satisfy CM needs.***

Building upon the CM Future Concept of Operations and Information Architecture Design Strategy

- Build the CM information architecture:
  - Update, publish, and maintain the CM Information Resources Catalog, establishing a repository that describes FAA CM information sources to facilitate information access/sharing (build upon AIO work).
  - Identify critical linkages to other related agency information sources.
  - Update/refine the target architectural framework in the CONOPS, as needed.
  - Identify methodologies to develop the data, applications, and technology architectures.
  - Establish project plan.
- Develop a strategy to deploy EDMS enterprise-wide.
- Develop a strategy and plan to re-host DOCCON
- Develop long-term strategy for utilizing the CM Web Page for Information Dissemination. Develop guidelines to avoid duplication, promote ease of use and facilitate data accessibility.
- Propose CM information systems requirements priorities.
- Propose technology-based solutions.

## **ANNEX B: Outline for Working Group Terms of Reference (ToR)**

Name of Working Group

*Proposed* Terms of Reference  
(Once approved by the CMSG, "Proposed" will be removed.)

### **Background**

Provide a 1-paragraph summary of the relevant issue(s) that are the basis for specifying a working group.

### **Scope**

Provide a concise statement of the problem and work that will be pursued by the group with appropriate boundaries to the problem. Include approximate time frame for the work of the group.

### **Working Group Action Plan**

Provide, in summary form, the task elements that will be the basis for the group's activities over the term of the group's charter. Identify the relationship, if any, to on-going initiatives in the CM Program Plan (CMPP).

### **Product Schedule**

State the intended products that will be produced and delivered by the group. Specify the month of delivery for each item. Identify the relationship, if any, to on-going initiatives in the CM Program Plan (CMPP).

### **Working Group Membership**

Identify the Organizations that will provide members, and the names of those individuals. Identify the chairperson(s) for the group.

*Note: Terms of Reference will be a CMSG agenda item and the minutes of the CMSG forum/meeting addressing the creation of a WG will explicitly record the conclusions. The approval of the ToR will be considered a formal recommendation of the CMSG, thereby requiring the signatures of the CMSG Chairperson.*