

Configuration Management Steering Group

March 7, 2000

Rebecca T. King, ACM-1 (acting)



Agenda

Time	Subject	Activity	Lead
0830-0900	Welcome	Opening Remarks	Rebecca T. King ACM-1 (acting)
	Accomplishments	Discussion	
	-Process		
	-Policy		
	-CMPP		
	-Awards	Presentation	Rebecca T. King
	Policy and Process Work Groups		
0900-0950	National Procedures	Discussion	David Piszczek ACM-20 (acting)
	Status		
	-Development Process		
	--Changes		
	---Minor		
	---Major		
	---Breaking new ground		
0950-1005	Decision Point	Discussion/Decision	Rebecca T. King
1005-1020	Break		
1020-1050	Tool Pilot	Status	Darrell Wyrick
1050-1145	CMSG Business	Discussion	Rebecca T. King
	-ACM Role		
	-CMSG Membership		
	-Work Group Status		
	-CMPP/Process Improvement Status		
1145-1200	Summary/Wrap-up	Review	Rebecca T. King



CMSG Business

- ***CMSG Minutes/Action Items***
- ***ACM Role***
- ***CMSG Membership***
- ***Work Group Status***
- ***CMPP/Process Improvement Status***

CMSG Meeting Minutes/Action Items

CMSG Action Items

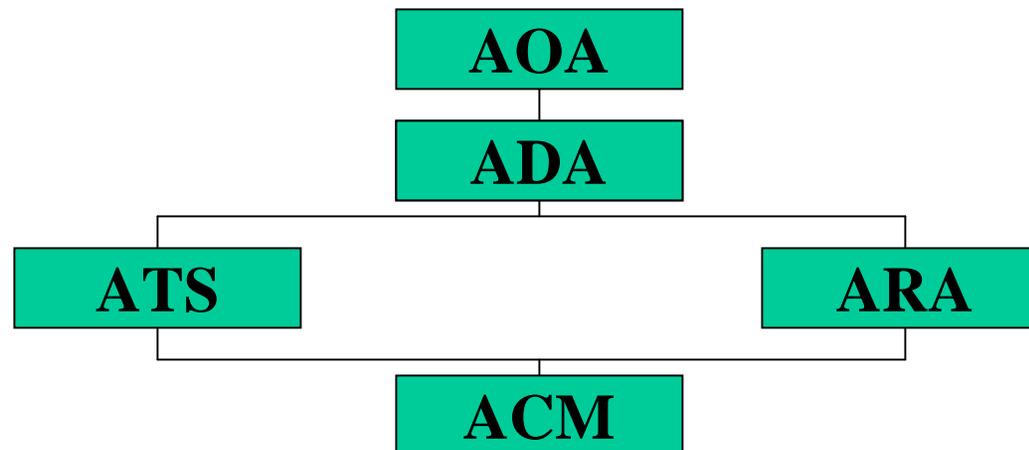
Action Item	Lead Action	Due Date
1. Provide names of organizational representatives to ACM-1 for participation in the NAS CCB Charter and Operating Procedures Comment Resolution Team (suggested team: AUA, AND, AML, ARS, ATO, ASD and AAF)	Carl McCullough/Jim Link/ John Williams/Jack Phillips/Mike Harrison/Barbara Silva/ Marcus Brown	9/7/99
2. Complete NAS CCB Charter and Operating Procedures comment resolution matrix (including issue prioritization) and coordinate team meeting.	ACM-20	9/10/99
3. Develop transition strategy for the 1000 series documents; specifically NAS-DD-1000.	ASD-100, Mike Harrison	TBD
4. Provide detailed metrics about NCP/CCD processing times to the CMSG.	ACM-20, Rebecca Taylor-King	Next CMSG meeting
5. Submit comments on the CM Program Plan to Rebecca Taylor-King.	CMSG	9/3/99
6. Add the Clearance Record review to the National CM Procedures approval process. (NOTE: the updated timeline is included as an attachment.)	Rebecca Taylor-King	9/7/99; completed on 9/3/99

ACM Role

July 28, 1999 ASD-200 becomes ACM-1

What does this mean?

- Single, independent authority working with those responsible for CM in acquisition and operations organizations*
- Ensure the vertical and horizontal integration necessary for effective CM of the NAS in its entirety*
- Quarterly Reports to ATS and ARA*



CMSG Membership

R. T. King	ACM
T. Gassert	AOP-1
J. Griffith	ATP-1
M. Hoover	ARU-1
J. Justiniano	ARX-2
R. Long	ANS-1
D. Johnson (acting)	ANS-1
J. Nager	ANI-1
R. Long	AOS-1
A. Wong	ARN-1
N. Bowles	AML-1
C. Keegan	AOZ-1
A. Pyster	AIO-2
R. Varette	AIR-500
W. Buckhalt	ASO-470
J. Wiley	ACT-200
D. Buckanin	ACT-300
B. Bunting	ACT-400
M. Harrison	ASD-100
D. Reimold (acting)	AND-300
J. Link	AND-400
D. Ford	AND-500
J. Loewenstein	AND-700
N. Chapman	AUA-200
H. Gonzalez	AUA-300
D. Stadler	AUA-400
N. Graham	AUA-600
R. Polillo	AAR-600

- Retain current membership?*
- Update Charter & Operating Procedures?*

CMSG Work Group Status

- ***Organization-*** ***Approval/Completed***
- ***Policy -*** ***Approval/Completed***
- ***Process -*** ***Approval/Completed***
- ***Procedures -*** ***In Process***
- ***Resources -*** ***Inactivie***

CM Program Plan Status

- *Signed by*
 - *CMSG*
 - *ARA/ATS*
- *ACM using to manage CM*
 - *Will report quarterly to ARA/ATS*
 - *Annual Revisions*
- *CMCT using to prioritize tasking*

CM Program Plan

Table 3.1-1: Est. a Strong CM Organization Reporting to ATS and ARA

Start	Target Complete	Status	Task Description	Participants
05/14/99	07/99	Complete	Obtain ATS/ARA-1 Concurrence on Organizational Action Plan	ACM
05/17/99	07/99	Complete	Develop Functional Statements	ACM
05/17/99	07/99	Complete	Develop Human Resources (e.g., Performance Plans, Cost Center Codes, etc.)	ACM
06/02/99	07/99	Green	<ul style="list-style-type: none"> Develop Operating Agreements/ Procedures Review and Sign Operating Agreements/Procedures 	ACM ARA, ACM,ATS

CM Program Plan

Table 3.2.1: Develop National Procedures

Start	Target Complete	Status	Task Description	Participants
02/01/99	06/06/99	Complete	Develop and Coordinate the Release of National Procedures	ACM
09/23/99	02/01/00	Complete	Subject Matter Expert Review	Workgroups 1,2,3, CMCT,CMSG
02/02/00	02/24/00	Complete	Integration Activities	CMCT
02/25/00	03/12/00	Green	CMSG Endorsement	CMSG
03/13/00	06/06/00	Yellow	Clearance Record Review and Comment Resolution	Agency, CMCT, ACM
06/07/00	06/30/00	Yellow	FAA Order Clean-up	ACM, ASAG

CM Program Plan

Table 3.2.2: Implement Process Improvements

Start	Target Complete	Status	Task Description	Participants
12/06/99	01/19/00	Red	Develop Standard CM Templates (including but not limited to) <ul style="list-style-type: none"> • FRD • SOW • CM CDRLs • CM Plan • Audit Plans 	ACM, AUA, AND
01/20/00	02/18/00	Red	Review Standard CM Templates	CMCT, AML, ANS, AMA, Regions (3)
06/13/00	09/25/00	Red	Develop Standard Monitoring Criteria to Oversee Contractor Configuration Identification	AOP, ACM, AML, AND, AUA, AOS, ANS
07/26/99	10/29/99	Red	Develop CM Link to Modification Tracking Program.	Mod Tracking Work Group CM Participants
11/01/99	12/03/99	Green	Assess the Impact and Develop Plans to Recover from “Y2K (and Post Y2K) Authorized Updates” to NAS Baselines	AML,AND,ANS, AOP,AOS,ACM, AUA, Regions (3)

CM Program Plan

Table 3.2.2: Implement Process Improvements Tasks (cont.)

Start	Target Complete	Status	Task Description	Participants
01/03/00	12/29/00	Green	Develop Strategy for Configuration Management of Technical Interfaces <ul style="list-style-type: none"> • NAS Interfaces, Technical Architecture, and JRC Decisions • Interface Control Documentation • Interface Control Working Groups • Requirements Traceability 	AOP, ACM, ANS, AML, AND, AUA, Regions (3), AOS, ARS
05/23/00	08/14/00	Green	Develop CM Effectiveness and Quality Measures Criteria	CMCT
05/02/00	08/07/00	Green	Identify CM metrics	ANS, AOS, AOP, ANI, AUA, AND, AML, ARS, ACM, Regions (3)
01/03/00	12/31/01	Green	Assess Measures and Initiate Corrective Action Plans	CMCT

CM Program Plan

Table 3.3.1: Develop Skilled Workforce

Start	Target Complete	Status	Task Description	Participants
01/15/99	12/31/01	Green	Develop/Conduct CM Awareness Briefings	ACM
01/15/99	12/31/01	Green	Develop/Conduct Basic CM Courses	ACM
07/07/99	08/04/99	Yellow	Develop Minimum Training Requirements	ACM,ANS,AOS, AOP, AND, AUA, 2 Regions
08/06/99	12/31/99	Green	Develop Agency CM Training Program Plan	ACM
01/03/00	12/31/01	Green	Implement Agency CM Training Program	ACM
1/6/00	12/26/01	Green	Develop/Conduct Advanced CM Training	ACM, CMCT
	Ongoing	Green	Attend applicable CM Training	Agency

CM Program Plan

Start	Target Complete	Status	Task Description	Participants
05/03/99	11/30/99	Green	Develop the Draft CM Information Architecture (IA) Concept of Operations and	ACM
			Design Strategy (CONOPS) Provide Input/Review CM IA CONOPs	AOS,ANI,AML, AOP
04/01/99	09/30/99	Green	Develop NCP Workflow, Data Design, and Functional Design documentation.	ACM
			Provide Input/Review Workflow Documentation	AND,AUA,ANS,AOS, ASW,AGL, AML,ACT,AOP
09/01/98	12/31/99	Green	Conduct procurement activities to Acquire EDMS(CM) Automated Tool.	ACM, ANS, ANI, AML, AOP
01/03/00	03/03/00	Green	Design, Develop and Implement EDMS(CM) NCP Flow Application and Supporting Technical Infrastructure	ACM

CM Program Plan

Table 3.3.2: Develop Technology Tasks

Start	Target Complete	Status	Task Description	Participants
03/06/00	09/25/00	Green	Manage Operation of the EDMS CM Tool Pilot for NCP processing	ACM
05/03/99	10/29/99	Red	Operate and evaluate EDMS CM Tool Pilot for NCP processing	AND,AUA,ANS,AOS,ASW, AGL, AML,ACT,AOP
11/01/99	12/31/99	Red	Develop Document Management Strategy/Concept of Operations	ACM
05/03/99	12/28/01	Green	Define Automated Linkages between Mod Tracking System and CCDs	ACM
05/03/99	07/01/99	Complete	Monitor ASCM evolution for impacts to CM	ACM
01/03/00	12/29/00	Green	Redesign CM Corporate Web Page	ACM
01/03/00	12/29/00	Green	Develop/Implement Business Model (Rev. 1) <ul style="list-style-type: none"> • Data Architecture • Applications Architecture • Technical Architecture 	ACM
01/03/01	12/31/01	Green	Build/Implement Revision 1 of the Data, Applications and Technical Architectures	ACM
01/03/01	12/31/01	Green	Develop/Implement Business Model (Rev. 2)	ACM
01/03/01	12/31/01	Green	Build/Implement Revision 2 of the Data, Applications and Technical Architectures	ACM

CM Program Plan

Table 3.4: Obtain Commitment Tasks

Start	Target Complete	Status	Task Description	Participants
01/03/00	03/31/00	Red	Develop CM Input for Use With Performance Plans	ACM, AND, AUA,ACT, AML, AOS,ANS,AOP, Regions (3)
01/01/00	12/31/00	Red	<ul style="list-style-type: none"> • Perform Resource Assessments • Develop CM Factor for Investment Analysis • Develop CM Position Descriptions • Develop Activity Based Estimates and Criteria 	ACM, AND, AUA,ACT, AML, AOS,ANS,AOP, Regions (3)

CMCT Process Improvement Priorities

- *COTS*
- *Unbaselined Equipment*
- *Technology Upgrades*
 - *NCP Workflow Manager*
 - *MOD Tracking*
 - *Benefits*
 - *Accurate Site Configuration Information*
 - *Accurate CSA Information to Decision Makers*
 - *Status- Assigned to Don Helbringer, AOP-100*

Summary

- *CM Enhancements are being accomplished*
- *Endorsed National Procedures for Release on CR*
- *Active Participation and support for Technology upgrade*
- *Quarterly Reporting to ATS/ARA*
- *Action Item Review*
- *Date for Follow-on Meeting*