

**CM CORE TEAM (CMCT)
MEETING MINUTES
APRIL 10, 2002**

ATTENDEES:

Core Team Members

- Faye Jordan
- Brooke Lanham
- Pat Lewis
- Don Lombard
- Theodore Page
- John Penhaker
- Bob Pfoff
- John Steele

Core Team Support

- Jane Austin
- Bob Bostiga
- Wilnette Cook
- Anthony Ianni
- John Thomas
- James Winbush
- Darrell Wyrick

AGENDA ITEMS DISCUSSED:

Opening Remarks

Faye Jordan (ACM-20) opened the meeting. Faye thanked everyone for their attendance and support. In her opening brief, Faye went over the objectives - building a common understanding of each other's CM needs and a renewal of the CM Core Team concept and shared her vision of ACM-20 as an enabler.

In considering the CM community needs there were discussions regarding the FAA reorganization and the role of CM in a performance based environment. The need for an enterprise CM organization with guidance and oversight for business units was voice, with the business unit having the ability to adapt CM procedures within certain criteria for their particular requirements.

In regards to second objective, renewal of the CM Core team concept, the group decided several points:

- The CM Core Team would continue to meet.
- No immediate change to current membership, but additional members would be asked to participate (reference action item list).
- No name change would be considered until the reorganization.
- The "parking lot" issues captured from the previous CMCT would be distributed and revisited at the next meeting (reference action item list).

Configuration Management Program Plan (CMPP)

Darrell Wyrick (ACM-20) and Jane Austin (SETA II/ACM -20 support) briefed the approach for revising the CMPP. Changes to the current draft include reformatting, focus on ACM-20 activities, replacement of organizations with functions (to accommodate the impending reorganization) and elimination of redundant text. Darrell reviewed the background of the previous document, including the intent to procure additional CM resources to accomplish the Plan’s activities. In focusing on ACM-20 activities, the goal is to capture the CM guidance and oversight responsibilities required across the NAS by concentrating first on the resource requirements from the ACM-20 perspective. In these discussions, Brooke Lanham (AND-400/TAC) saw the oversight functions as the “key” to ensure consistency of CM across the NAS and Ted Page (ATB-210) discussed how all the initiatives and responsibilities in should be tied to the operational budget. There was agreement to have the participants review the current draft CMPP and provide comments to ACM-20 (reference action items) for incorporation prior to the next CMCT.

FAA Order 1800.66 Status

Darrell Wyrick presented a short briefing on ACM-20’s approach for “updating” the FAA CM Order. Darrell noted the known topics that are candidates for the document update – COTS, Facility/Space Management, and Information System Security - and additional topics have been provided to ACM-20 by AOS and AUA-730. Darrell also mentioned the process for capture, review, and prioritization of additional topics (the change form can be accessed from the ACM website at <http://www.faa.gov/cm/index.htm>). The CMCT participants were asked for feedback and recommendations provided to ACM-20 to date will be provided to the CMCT (reference action items).

Conclusion

John Thomas (SETA II/ACM-20 support) conducted a brief wrap up to conclude the meeting. There was a review of action items and decisions made on follow-on activities. The meeting minutes will be distributed with a draft of the CMPP. The presentations will be available on the ACM website.

The next CMCT meeting will be scheduled for late May or early June (to accommodate the CMPP comments). The meeting announcement/agenda will be issued prior to the meeting date. At a minimum the next agenda will include the following topics identified by the CMCT:

- Budget/Automated tools
- Reorganization
- CMPP
- 1800.66

Action Items

The following are the action items captured during the meeting

ACTION	ACTIONEE/DUE DATE
ASD and AND-300 participation requested for future CMCTs Ensure AOS-200 and Regional participation at future CMCTs	ACM-20. Pursue representation for the next CMCT.
Distribute “Parking Lot” Issues	ACM-20. Post to ACM website or email to participants prior to next CMCT.
Review CMPP	CMCT members and participants (including AND-300). Comments to be provided to Jane Austin at jane.r.Austin@baesystems.com by June 3, 2002
Define in the CMPP Monitoring and Oversight role; document level of enforcement	ACM-20. Definition of monitoring and oversight responsibilities to be included in next iteration of the CMPP. Level of enforcement documentation due date TBD.
ATB Input into CM Goals	ACM-20 and ATB-210. Identify mechanism for providing input into the ARA 5.1 CM goals.
Distribute proposed list (to date) of changes to FAA Order 1800.66	ACM-20. Completed with minute distribution and web posting. 1800.66 presentation will be posted on the web; changes identified to date included in CMCT minute distribution.
Determine CMCT meeting frequency	CMCT members and participants. To be discussed and determined at the next meeting.
CMCT Agenda Topics (next meeting)	CMCT members and participants. Additional topics to be recommended for next session

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