

## **CMCT Meeting June 24, 2003 Minutes**

### **Attendees:**

Faye Jordan, ACM-20  
Jim Rizzolo, AND-700  
Don Lombard, AFZ-700  
Steven Kalabokes, AFZ-700  
Scott Schregel, ATB-410  
Chuck Gould, ATB-410  
Bob Pfoff, AUA-200  
Peter Nguyen, ACM-20  
Chuck Weigl, AIO-200  
Allen Dames, AUA-400  
Brian Bagstad, ARQ-200  
Win Battle, ACM-20  
Darrell Wyrick, ACM-20

David Hays, AML-20\*  
Helen Harris, AWP-470\*  
Avdesh Kaushiva, ACM-20  
John Thomas, ACM-20/SETA II  
Robert Prather, ACM-20/SETA II  
Brooke Lanham, Jr., ATB-410/TAC  
Megan Mullinix, ACM-20/SETA II  
Lynne Long Tran, ACM-20  
Huong Hoang, ACM-20  
Tina Chaung, ACM-20  
Jane Austin, ACM-20/SETA II

\* Participation via telecon

### **Opening Remarks:**

Faye Jordan, ACM-20 opened the meeting by welcoming everyone and by providing an overview of the discussion items. She also took the opportunity to ask the CMCT to reevaluate roles and responsibilities of the team in terms of working in the ATO environment. She said that working groups or similar forums would be set up to look at CM's role in a PBO environment. She cited the ATB organization as a possible blue print for other business unit operations. She also mentioned that the team would look at how WebCM can support the new environment.

The agenda focused on a status of the topics and issues from the CMSG – CMSG structure, CM evaluation findings, proliferation of non-standard equipment, and the Configuration management Program Plan (CMPP).

### **Discussion Items:**

#### **CMSG Structure:**

- A review and update of the CMSG Charter was proposed. This would require a review of the Core Team membership and function. The CMCT agreed that the CMSG charter update should drive the purpose of the CMCT and that clearer roles were needed to support current circumstances (i.e., ATO environment).
- Quarterly meetings of the CMSG and the semi-annual briefings to the Service Directors were proposed. The CMCT would likely be reviewing and providing recommended solutions for agency issues related to CM or discovered through the CM process.

#### **ACM-10 CM Evaluation:**

- ACM-10 CM Evaluation Findings were discussed. The lack of consistent CM practice in the agency, need for a closed loop system – more standardized approach to CM were highlighted.

The CMCT members were pleased with the findings, stating that many of the findings related directly to some of the CM issues they were having. Don Lombard, AFZ-700 has been looking at the findings relative to his organization and the Regions. He stated that his organization has taken the top 10 findings and has created a CM work breakdown structure (WBS). Five of those findings fell into CM planning and management. He felt that these five items must be addressed in order to "fix" the problems. AFZ-700 is scheduled to meet with AOP-1 and AOS-1 on June 30.

The CMCT members are anxious for the findings to be briefed to management with remedies identified and solutions implemented with progress measured and reported.

### **Proliferation of Non-Standard Equipment:**

It was noted that this was a key issue during the CMSG. This activity was initially studied by the Executive Workforce Planning (EWP) group and handed off to ARQ. James Winbush briefed the members on current activity. For ATS signature, ARQ is drafting a policy statement prohibiting the procurement and installation of non-standard systems without formal agency approval. He stated that ARQ and ACM worked on the policy statement and associated process guidance for agency personnel to use. In order to support the sometimes immediate needs of the field, ARQ is in the process of setting up an Executive ad hoc group to provide a forum through which field personnel can submit ideas and innovations. Field personnel will be able to communicate their ideas directly to ARQ. ACM is setting up a web-based mechanism for agency personnel to use to provide their information and receive feedback from the group. .

CMCT members were concerned that the policy statement issued as a memorandum would not be effective unless it was issued as an action notice. They suggested that it be issued as an action notice and include it as an appendix to 1800.66.

### **CM Program Plan:**

- The CMPP had been provided to CMCT members for review on April 10, 2002 and May 10, 2002. The CMSG was provided the CMPP at the March 17, 2003 meeting. With the investment analysis effort underway for the enterprise CM tool implementation, the CMPP is being revised was revised to reflect current activity with a follow-on version reflecting 2004 + tasking once the investment analysis activity was completed and resources could be determined.

There was quite a bit of discussion regarding the CM Program Plan. The difference in the previous version and the intent of this version were reiterated. The CMPP is intended to provide current and forecasted activity for CM tasks in the agency. In this version the primary focus is ACM's mission for ensuring effective CM application throughout the agency. Faye Jordan noted that the Plan will be distributed with the CMCT minutes.

**WebCM Implementation Status:**

Peter Nguyen and Darrell Wyrick briefed the current WebCM implementation status and planned training activity. Training will begin at the regional level, using a “bottoms-up” approach with an approach of multiple teams providing concurrent training sessions. The first regions to be trained will be Central and Great Lakes Regions. Great Lakes is currently scheduled for August 25. This training concept is currently limited by fiscal and resource constraints.

Implementation of WebCM will require parallel processing with continued use of DOCCON until the agency CM process practitioners and users have been trained. CMCT members asked how long parallel CM operations would continue. IPTs and Business Units want to be able to plan for “single loop” operations. ACM-20 will coordinate training dates with the Regions, IPTs, and Services.

**Conclusion:**

Faye Jordan thanked the CMCT for their participation in the meeting and welcomed any additional feedback from the members. Key items driving near-term CMCT activity are as follows:

- When the CMSG Charter has been reviewed and updated, the CMCT roles will be evaluated by the CMCT. Activity for a CMCT charter and mission statement will be reviewed when the CMSG Charter update has been completed.
- The next CMSG meeting is scheduled for August 6, 2003. At that time, the CMSG Charter and CMPP will be discussed and endorsement is anticipated. The CMCT will be provided with the draft CMPP for review and feedback with these minutes. The upcoming revision of the CMPP is an abbreviated version that includes current/planned activity for 2003. The follow on full version will include current and near-term future activities as well as resources required to complete those activities.
- The CMCT asked that they be included on distribution for future CMSG meetings. Members felt that CMCT participation in the meeting to be attended by Program Directors would support communication of issues affecting CM and the agency
- The CM program evaluation findings are to be addressed through CMCT and working group activities. Schedules for these activities will be developed and provided to the team.
- ACM-20 will provide the agency CM practitioners with WebCM training schedule information. CMCT members were asked to consider ACM-20’s fiscal and resource constraints tied to the training activity.

**Action Items:**

Review CMSG Charter and discuss with ACM-1	ACM-20	July 19
Provide ACM-20 feedback on AOP/AOS-1 meeting regarding AFZ-700 activity on ACM-10 evaluation findings	AFZ-700	Meeting scheduled for June 30. Feedback to the CMCT will occur at the next CMCT meeting tentatively scheduled for September 2003

Provide WebCM training schedules	ACM-20	TBD
Address ACM-10 CM program evaluation findings and recommendation.	CMCT	TBD
Setup working groups to look at CM operations in the ATO environment	ACM-20	TBD