

Project Review Team – Meeting Minutes – November 1, 2017

The following Departments/Agencies participated in the meeting:

Congressional Budget Office (CBO)
Department of Agriculture (USDA DM)
Department of Commerce (DOC)
Department of Homeland Security (DHS)
Department of Justice (DOJ)
Department of Treasury (TR)

NFC, GESD Representatives

- Keith Piner, Project Control Office (PCO)
- Lisa Stafford, Systems Requirements Branch (SRB)
- Phyllis Graves, Applications Testing Branch (ATB)

Meeting Materials Provided

- Agenda November 2017
- PRT Meeting Presentation November 2017
- Schedule Release CY18 06 Community-Wide PRT November 2017
- Customer User Acceptance Test (CUAT) PRT November 2017 2017

Welcome and Introductions – Keith Piner

Keith welcomed and thanked everyone for their attendance. Roll-call was taken.

The PRT meeting scheduled for August 9, 2017, was cancelled due to NFC's conversion to ServiceNow.

PRT Updates – Keith Piner

- PRT Standard Slides – Software Change Request statistics and Incident Report statistics were provided for PPS, EmpowHR, and webTA. Callers were instructed to review the slides and if there were any questions, send a request to PRTeam@nfc.usda.gov.
- PRT Reports – Reports were provided on Monday, October 30, 2017.
Note: If you are not receiving the reports, please send an email to PRTeam@nfc.usda.gov.

Ongoing Initiatives/Project Discussion

Review Scheduled Release – CY18 PP06 – Lisa Stafford

Lisa presented SCR Project 31423 - NFC 2018 Personal Benefit Statements, a community –wide project scheduled for CY18 06. The tentative deadline for submitting agency specific requirements is December 19, 2017. NFC is not able to guarantee the programming of requirements received after the deadline. The tentative CUAT dates are February 2, 2018 through March 9, 2018. A Customer Notification is under review and will be sent via GovDelivery. Employees not eligible or no longer active will not receive a Personal Benefits Statement. 2018 Personal Benefits Statements will be available on the Reporting Center.

- **CUAT – Phyllis Graves**

A handout was provided for CUAT.

CY18 CUAT Scheduled Release Dates were provided.

Currently conducting CUAT for the following:

- Conducting CY17 PP22 Project 30842, Paycheck 8 Release 17.8.1.0: October 10, 2017 – November 3, 2017
- Preparing to conduct CY17 PP24 Project 1437931, Cyber Security Data Elements: November 7, 2017 – December 1, 2017
- Preparing to conduct CY17 PP25 Project 1549550, End of Year Processing for W2s 2017: November 6, 2017 – November 17, 2017

CBO requested an update on project 30402 (1220760), Combined Federal Campaign (CFC) Revisions Working Group. The project is scheduled for CY18 01. Quality Assurance Testing is scheduled for November 6, 2017 through November 29, 2017. The OPM Portal is available for use. A Customer Notification is being drafted that will provide additional information.

Customer Comments – There were no comments

Closing Remarks – **Keith Piner**

The next meeting is scheduled for February 7, 2018, 10:00 a.m. eastern time. An email will be sent three weeks prior to the meeting requesting submission of any questions that you would like to discuss.