

Project Review Team – Meeting Minutes – November 14, 2018

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)
Federal Deposit Insurance Corporation (FDIC)
Smithsonian Institution (SI)

NFC, GESD Representatives

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

Meeting Materials Provided

- Agenda November 2018
- PRT Meeting Presentation November 2018
- Schedule Release CY19 06 Community-Wide PRT November 2018
- Customer User Acceptance Test (CUAT) PRT November 2018

Welcome and Introductions – Keith Piner

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

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 Tuesday, November 13, 2018.
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 PP20 – Lisa Stafford**
Lisa presented Project 36479, 2019 Personal Benefits Statements, a community-wide project scheduled for CY19 06. The tentative deadline for submitting agency specific requirements was December 19, 2018. NFC is not able to guarantee the programming of requirements received after the deadline. The tentative CUAT dates are February 26, 2019 through March 8, 2019. A Customer Notification was issued on October 15, 2018. 2019 Personal Benefits Statements are projected to be posted the beginning of April 2019.

- **CUAT – Cheryl Carroll**

A handout was provided for CUAT.

CY19 CUAT Scheduled Release Dates were provided.

Currently conducting CUAT for the following:

- Conducting CUAT for CY18 PP23, Project 36763 SBA WebTA 4.2.13: October 23, 2018 – November 16, 2018
- Conducting CUAT for CY18 PP24 Projects 30996 FCA EmpowHR Implementation: October 24, 2018 – November 30, 2018
- Conducting CUAT for CY18 PP24 Project 31554 DOJ Phase 3 EmpowHR Implementations: October 24, 2018 – November 30, 2018
- Preparing to conduct CY18 PP24 Project 36732 WebTA 3.8.35 Release SP 3.0 (DHS, DOJ, and Non-USDA agencies): November 20, 2018 – November 30, 2018
- Preparing to conduct CY18 PP24 Project 30251 RIS Web Conversion: November 20, 2018 – December 14, 2018

Customer Comments – There were no comments

Closing Remarks – Keith Piner

The next meeting is scheduled for February 6, 2019, 10:00 a.m. eastern time. An email will be issued approximately three weeks prior to the meeting requesting submission of any questions that you would like to discuss.