

## **Project Review Team – Meeting Minutes – February 24, 2016**

### **The following Departments/Agencies participated in the meeting:**

Department of Agriculture (USDA)

- Departmental Management (DM)
- Farm Service Agency (FSA)

Department of Justice (DOJ)

Department of Treasury (TR)

Department of Homeland Security

Smithsonian Institution

U.S. Government Publishing Office

NFC, GESD Representatives

- Gaynel Seibert, Project Control Office (PCO)
- Deenna Altmeyer, Systems Requirements Branch (SRB)
- Herb Santiago, Web Requirements Branch (WRB)
- Santa Plummer, Supervisor, Applications Testing Branch (ATB)
- Francine Murray-Stewart, Payroll Web Systems Branch (PWSB)

### **Meeting Materials Provided**

- Agenda
- Project Review Team (PRT) Meeting Minutes November 4, 2015
- PRT Meeting Presentation February 2016
- Schedule Release CY16 06 Community-Wide PRT February 2016
- Customer User Acceptance Test (CUAT) February 2016
- INSIGHT Enterprise Reporting Solution PRT February 2016

### **Welcome and Introductions – Gaynel Seibert**

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

### **Recap of November 4, 2015 PRT Meeting – Gaynel Seibert**

Minutes and handouts were posted to the NFC Home Page on November 9, 2015 and are also provided via GovDelivery. If you did not receive this information, please send an email to [PRTeam@nfc.usda.gov](mailto:PRTeam@nfc.usda.gov).

### **Review Action Items – Gaynel Seibert**

There were no Action Items to discuss from the meeting held on November 4, 2015.

## **PRT Updates – Gaynel Seibert**

- 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](mailto:PRTeam@nfc.usda.gov).
- PRT Reports – Reports were provided on Monday, February 22, 2016.  
**Note:** If you are not receiving the reports, please send an email to [PRTeam@nfc.usda.gov](mailto:PRTeam@nfc.usda.gov).

## **Ongoing Initiatives/Project Discussion**

- **Review Scheduled Release – CY16 PP06 – Deenna Altmeyer/Herb Santiago**

Handouts were provided for Calendar Year 16, Pay Period 06, Scheduled Release Community-Wide projects.

The following SCRs were presented:

- 1120134 – 2016 Personal Benefits Statements
- 847315 – NFC Affordable Care Act IRS New Requirements
- 1008160 – "HR Processing" EmpowHR - Related Content Implementation for "HR Processing"
- 322161 – Implement EmpowHR online editing of PRD Indicators
- 1080250 – PPS-Security Improvements to NFC EPP Access
- 1084924 – Include "ORG Structure" on the Worklist User Administration page
- 1084936 – Add "Name" field to User Worklist Admin Page and Worklist Monitor page
- 1085140 – Disable "Push Back" function to the Initiator in MSS

- **CUAT – Santa Plummer**

A handout was provided for CUAT.

CY16 CUAT Scheduled Release Dates were provided.

Currently conducting CUAT for the following projects:

- 310395 – Rollback and Release of Payroll Documents
- 907440 – Establish Separate Salary Cap Field and Establish Separate Locality Rate Table Phase III
- 1164880 – Implement Manager Self Service Within OHRM's HR Servicing Operations

Preparing to conduct CUAT for Scheduled Release CY16 06, Paycheck8 Agency Implementations, and webTA 3.8 Revision 11

The CUAT EmpowHR and Payroll/Personnel System environments were refreshed February 10-12, 2016 (Pay Period 3)

- **INSIGHT – Francine Murray-Stewart**

A handout was provided for INSIGHT Enterprise Reporting Solution.

Recent accomplishments included DOJ Whitelist of valid COOP IP address, implementation of AOC EmpowHR Data and FOCUS reporting areas (TMGT and MASC tables.) Completed the requirements gathering for FOCUS reporting areas, Phase I, and defined the scope for build 3 (daily T&A data and additional phases of FOCUS reporting areas.)

Continue to monitor daily application performance, and data/report accuracy, issue remediation, and user support/training.

- **FOCUS Shutdown (Gaynel Seibert)**

Participants were encouraged to move reports currently utilized in FOCUS to INSIGHT. Once FOCUS is no longer available, users will not be able to access these reports.

DOJ requested a timeline and list of standard reports being moved to INSIGHT. An email was sent to all PRT members stating NFC is working on converting CULPRT reports that are not currently in the Reporting Center, to INSIGHT before the FOCUS shutdown. A timeline has not been established, but will be provided once it is. Reports that are in the Reporting Center will be converted at a later date. (Action Item – Gaynel Seibert)

**Customer Comments** – There were no comments

**Closing Remarks – Gaynel Seibert**

The next meeting is scheduled for May 4, 2016, 10:00 a.m. eastern time. An email will be sent out three weeks prior to the meeting requesting submission of any questions that you would like to discuss.