

EVMS Tools Implementation Best Practices

Task Team Meeting Minutes

Tuesday, August 27, 2019, 4:00 pm – 5:00 pm CDT

Attendees:

First Name	Last Name
Paul	Becker
Pam	Brooker
Lisa	Cazalet
John	Fiske
Andrea	Gilstrap
Paige	Jacksin
Amy	Joslin
Cindy	Larson
Scott	Lasley
Francess	Leavell
Derek	Lehman
Brandon	Lespagnard
Mark	Lonergan
Doug	Marbourg
Kevin	McGuire
Chad	Miller
Matt	Sefcik
Greg	Smith
Matt	Snyder
Paul	Tackett
Gary	Troop
Dionne	Veazey
Zac	West

Introductions – Andrea Gilstrap welcomed the attendees and attendees introduced themselves.

PARS Update – Zac West provided some initial feedback on data to PARS since the update on June 3rd. Items listed are multiple level 1s, data issues with deleted activities and elements, and a recent impact of multiple uploads in a period.

Also discussion on Deltek Cobra in terms of using the future data structure. More to follow as DOE is working with Deltek on a report to meet this need. Also, John Fiske identified with v 8.2 CU15 a file over 2 gigs would automatically go to split data sets, where earlier versions do not. Need to confirm with Deltek on what occurs with CU15.

Next – looked at Objectives and set up sub-groups.

Team Objectives/Subgroups – Objectives with sub groups (in Red). The members of the sub-groups are listed below. This list is not final in that all members of the team can also request to be added to a sub-group. Also, please check and make sure we captured your names right. For groups 2 and 3 we took the

liberty of recording CNS and WRPS. Please provide feedback as to who the names for each sub-group. We are trying to keep a sub-group to about 3-6 folks to keep the team small.

Action: Between now and September 25th, we would like each sub-group to select a lead and hold a web meeting to further review the objectives for their sub-group and break out further the objectives.

- Identify Guidelines that support Enterprise using Cost & Schedule tools - **Sub-group 1**
- New Site, New Contractor, New Project - **Sub-group 2**
- Streamline Reporting - **Sub-group 1**
- Reporting to DOE – **Sub-group 1 and Sub-group 4**

- New Tools-Dealing with Legacy Data - **Sub-group 2**
- Contractor Transition - **Sub-group 2**

- Set up to do Self-Governance - **Sub-group 3**

- Tailorable - **Sub-group 4**
- Recommendations for Project/Program Setup - **Sub-group 4**

- Good Configuration Control - **Sub-group 5**
- Integration - **Sub-group 5**

- Establish a framework to capture lessons learned / applied specific to these objectives - **Sub-group 6**
- Technical repository - **Sub-group 6**

Subgroup Membership

1-Enterprise Tools/Reporting: John Fiske, Brandon Lespagnard, Dionne Veazey, Zac West, Matthew Snyder

2-New Site-Contractor-Project/Contractor Transition/Legacy: Doug Marbourg, Lindsey, John Fiske, Kevin McGuire

3-Self-Governance Set Up: CNS Team, WRPS Team, Amy Joslin, Pam Brooker

4-Project/Program Set Up – Tailorable: Chad Miller, Mark Lonergan, Scott Lasley, Zac West, Paul Tackett, Brandon Lespagnard

5-Configuration Control/Integration: Kevin McGuire, Dionne Veazey, Cindy Larson, Andrea Gilstrap

6-Framework/Technical Repository: Craig Hewitt, Andrea Gilstrap, Zac West, Paige Jacksin

Skill Set Bios – It was suggested that we utilize the Skill Set function available through the EFCOG website. **Action:** Andrea will check into how to use this function and send instructions to all task team members.

Collaboration Area – **Action:** Zac is working the action to set up a collaboration area for the task team on PM-Max.

Next Meeting – The September meeting will be held via Skype on Wednesday, September 25, 2 p.m. Eastern Time, with call in available.