

## EVMS Tools Implementation Best Practices

### Task Team Meeting Minutes

Wednesday, July 24, 2019, 4:00 pm – 5:00 pm EST

#### Attendees:

Andrea Gilstrap	Zac West
Lisa Cazalet	John Fiske
Justin Frey	Kevin McGuire

**Introductions** – Andrea Gilstrap welcomed the attendees and attendees introduced themselves and provided a brief overview of what they do and what they want to get out of team participation.

**Team Objectives** – Reviewed initial objectives, and added two additional objectives (in red).

- Identify Guidelines that support Enterprise using Cost & Schedule tools
- New Site, New Contractor, New Tools-Dealing with Legacy Data
- Set up to do Self-Governance
- Streamline Reporting
- Good Configuration Control
- Tailorable
- Recommendations for Project/Program Setup
- Contractor Transition
- Reporting to DOE
- Establish a framework to capture lessons learned specific to these objectives
- **Integration**
- **Technical repository**

These objectives will be categorized in the next meeting.

**Subteams** – Once the team objectives are categorized, two or three people will be assigned to each category as a “subteam” to work assigned objective. It was suggested that we then hold monthly meetings with our subteams, and quarterly team meetings with the entire group to report on progress of subteams.

**Skill Set Bios** – To assist with subteam assignments and to help team members become familiar with other teams members and their abilities, it was suggested that each team member prepare a Skill Set Bio detailing their tool and technical experience. The bios will be posted on PM-Max, and consolidated into a master list.

**Next Meeting** – The August meeting will be held on Tuesday, August 27, on site at the Empower workshop, with call in available. (Time TBD)

#### Action Items –

- **Zac West** to set up a collaboration area for the team on PM-Max
- **Each team member** to prepare a Skill Set Bio by the next meeting
- **Lisa Cazalet** to arrange room/meeting time for August meeting
- **Zac West** to set up WebEx for call in for August meeting
- **Andrea Gilstrap** to prepare agenda for August meeting