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TAKING TIME to TRANSFORM

Inventory Validation

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Background

- **Accurate inventory has been identified as a critical success factor for effective transitions**

- **Transition Baseline Inventory (TBI) will support key activities in an Agency's transition to Networx**
  - **Supports the Fair Opportunity process**
    - **Aids in the development of Agency acquisition planning**
    - **Enhances the effectiveness of GSA provided inventory tools**
  - **Establishes a baseline for transition tracking**
  - **Supports the transition credit process**

Background

- **TWG developed an inventory template**

  - **Identified data elements for each service type**
  - **Requested consistent data from all contractors**
 - **Available for download on TM website (login req)**

CSS Audio Teleconference Service						
Item Number	**C.1**	**C.2**	**C.3**	**C.4**	**C.5**	**C.6**
Data Elements	FTS2001 Contractor Name	Unique Inventory Record Id.	Agency Bureau Code	Agency Hierarchy Code	Agency Name	Sub Agency Name
Element Description		Up to 16 alphanumeric character code	4 character code	28 character code	Department, Agency	Bureau, division, etc.

Dedicated Transmission Service (DTS)						
Item Number	**C.1**	**C.2**	**C.3**	**C.4**	**C.5**	**C.6**
Data Elements	FTS2001 Contractor Name	Unique Inventory Record Id.	Agency Bureau Code	Agency Hierarchy Code	Agency Name	Sub Agency Name
Element Description		Up to 16 alphanumeric character code	4 character code	28 character code	Department, Agency	Bureau, division, etc.

Optical Wavelength Service (OWLS)						
Item Number	**C.1**	**C.2**	**C.3**	**C.4**	**C.5**	**C.6**
Data Elements	FTS2001 Contractor Name	Unique Inventory Record Id.	Agency Bureau Code	Agency Hierarchy Code	Agency Name	Sub Agency Name
Element Description		Up to 16 alphanumeric character code	4 character code	28 character code	Department, Agency	Bureau, division, etc.

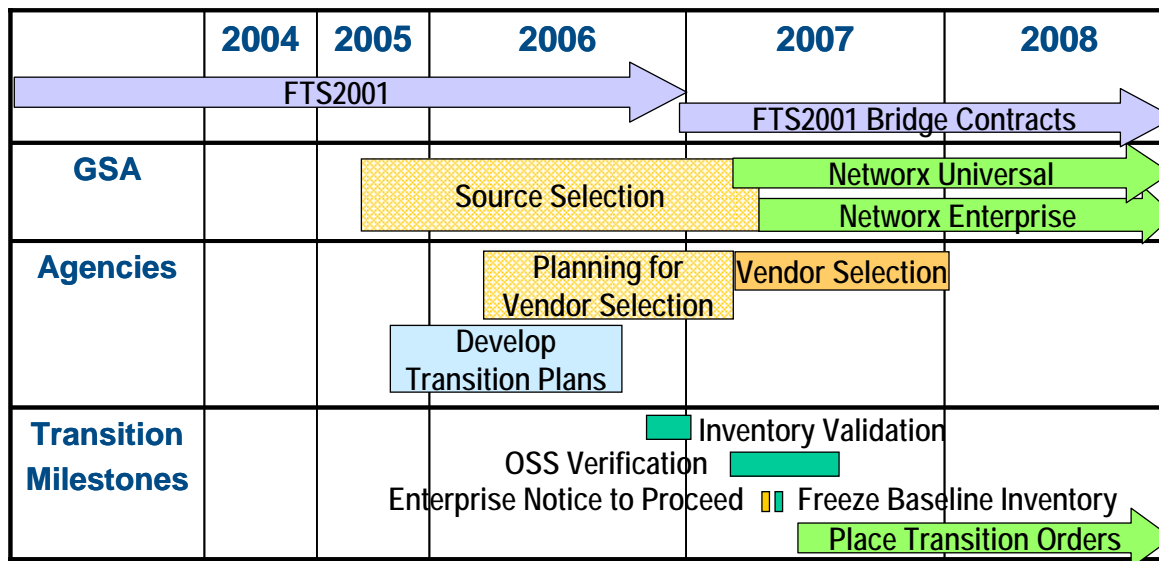# *Inventory Timeline*
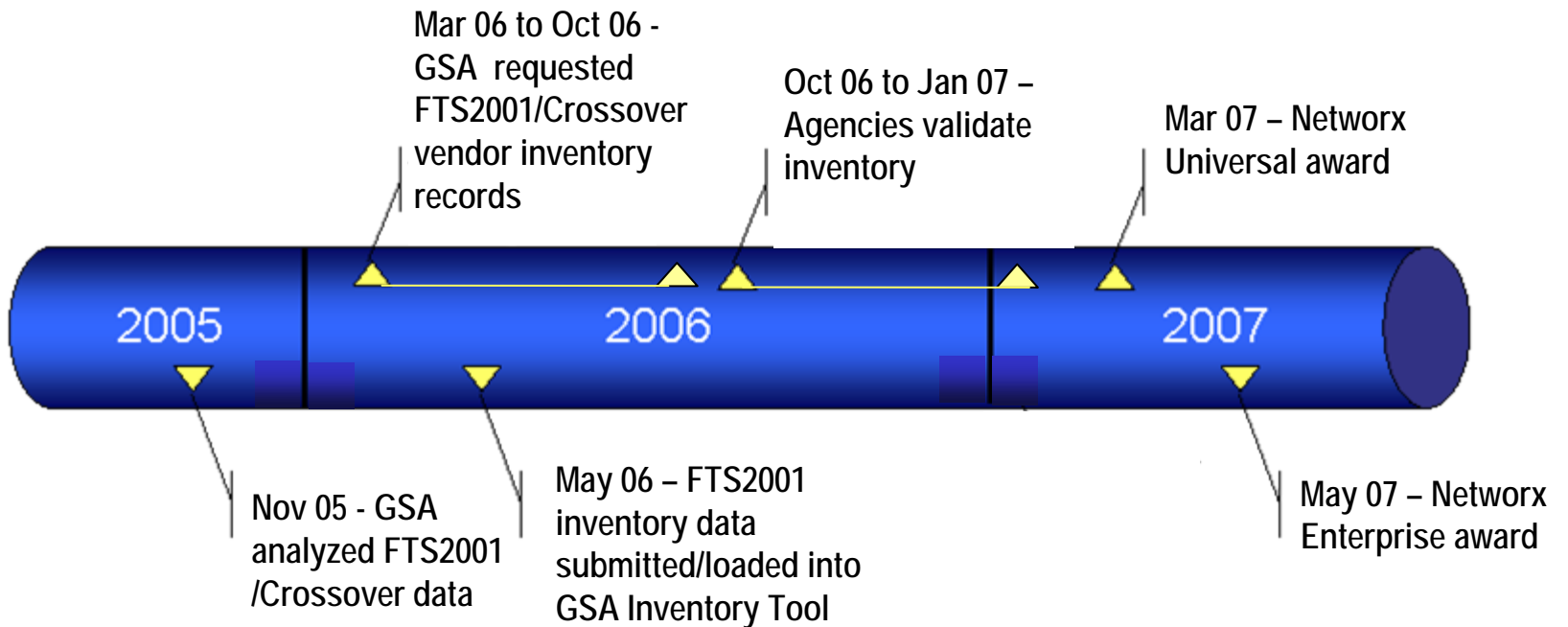
Inventory Process

- **GSA is developing a FTS2001/Crossover inventory**
  - **Requested that TWG inventory template be used**
  - **Captured data from FTS2001/Crossover vendors**
  - **Currently developing a plan for regular updates to maintain data**
- **GSA developed a preliminary TBI**
  - **Used for transition tracking and inventory validation**
- **Agency inventory validation will follow**
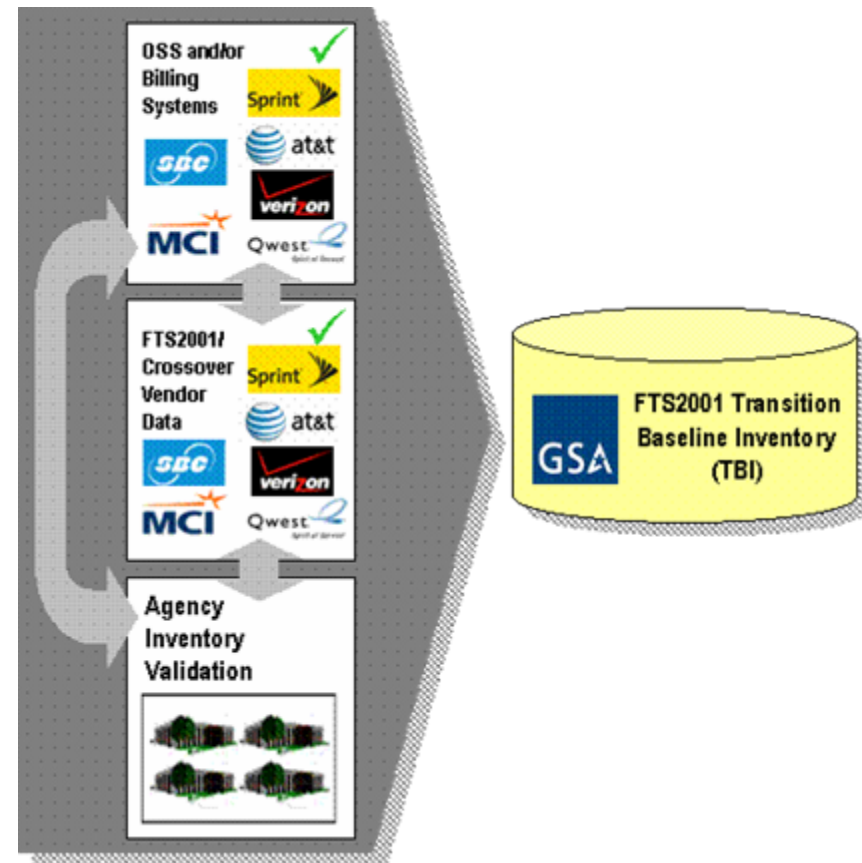
Inventory Overview

- **Preliminary TBI provides sufficient time for validation**
  - **Ensures time for transition planning**
  - **Allows each Agency time to finalize an acquisition strategy that meets unique transition needs**
- **Validation should occur as soon as possible**

|	2004	2005	2006	2007	2008
	FTS2001 →			FTS2001 Bridge Contracts →	
GSA			Source Selection	Networx Universal → / Networx Enterprise →	
Agencies			Planning for Vendor Selection / Develop Transition Plans	Vendor Selection	
Transition Milestones				Inventory Validation / OSS Verification / Enterprise Notice to Proceed / Freeze Baseline Inventory / Place Transition Orders →	

Inventory Validation Tool

- **GSA is modifying MORRIS to include online inventory validation tool**
- **Agencies will access their inventory records online via the tool**
- **Validation can occur using several methodologies**

MORRIS

Inventory Collection & Validation
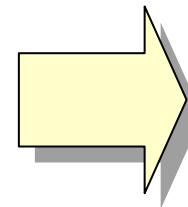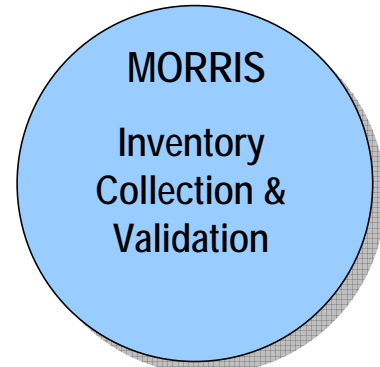
Monthly On-Line Records and Reports of Information Technology Services (MORRIS) is a web-based application that allows end users to review and validate their FTS2001/ Crossover transition baseline inventory (TBI)

TMP

Transition Status Reporting
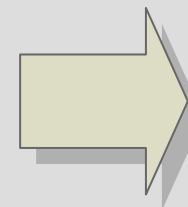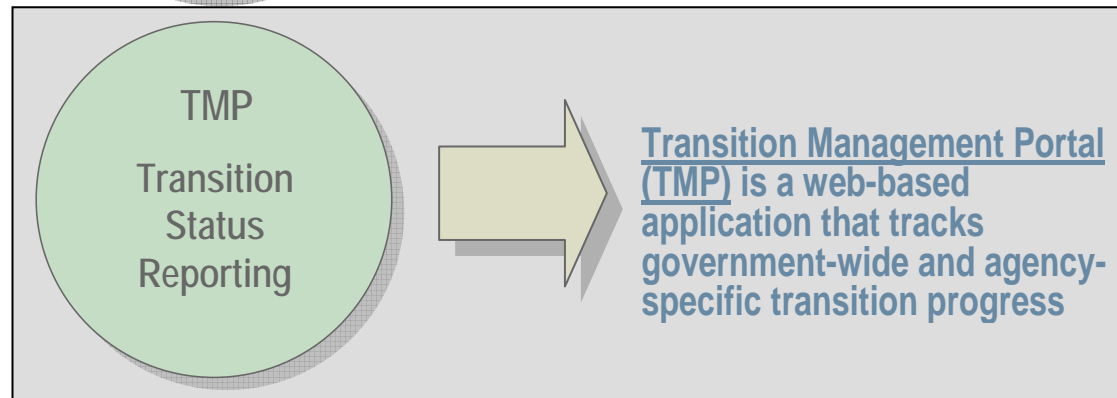
Transition Management Portal (TMP) is a web-based application that tracks government-wide and agency-specific transition progress

Inventory Validation Process

- **What is validation?**
  - **Validation is the confirmation from an Agency that a certain circuit or service is that Agency's**
  - **The purpose is to make sure all Agencies are aware of their inventories so they can effectively plan for their transition to Networx**

- **Validation is not:**
  - **Determining if the address listed for a particular service is correct**

- **GSA and appropriate stakeholders will provide assistance with issues that arise from the inventory validation process, including billing issues**

Inventory Validation Process

- **Option #1: Validate records online using MORRIS**

- **Option #2: Validate inventory offline and upload the validated data back to MORRIS**

- **Option #3: Upload an existing Agency inventory to MORRIS**

Inventory Validation Process – Option 1

- **Once a user logs into the system, the user can access and begin validating its inventory data**
  - **Navigation on screen will allow users to scroll through data**
  - **Use filters to limit data**
  - **Data will be "locked" once validated**

Browse Baseline Inventory

View/Edit	AHC	Vendor	Service Type	Validation Status	Sources	Con / Discon Status				Check All ☐
Edit	10010OXDIMDX0D01MAXC00000000	S	SVS	S	B	C	Phone No.:	Circuit ID:	Description:	☐
Edit	10010OXDIMDX0D01MAXS00000000	S	SVS	S	B	C	Phone No.:	Circuit ID:	Description:	☐
View	10010OXDIMDX0D01MAXC00000000	S	SVS	V	B	C	SC Ref. No.:	Circuit ID:	Description:	-
View	10010OXDIMDX0D01MAXC00000000	S	SVS	V	B	C	SC Ref. No.:	Circuit ID:	Description:	-
View	10010OXDIMDX0D01MAXC00000000	S	SVS	V	B	C	SC Ref. No.:	Circuit ID:	Description:	-
View	10010OXDIMDX0D01MAXS00000000	S	SVS	V	B	C	SC Ref. No.:	Circuit ID:	Description:	-

Illustrative

1 - 6

Download Inventory

Validate Checked Items

Inventory Validation Process – Option 2

- **Conduct offline data comparison and validation**
  - **Maintain inventory template format**
  - **All address and service features can be modified**
  - **Once validated, upload inventory back to MORRIS**
  - **Preferred for Agencies with existing inventory data**

Download as a Data File

Select File Format
- ○ Comma Delimited
- ● Excel
- ○ Fixed Length
- ○ Tab Delimited

Options
☑ Include Column Headers

Notional

File Name (optional)

[Download] [Close]

Inventory Validation Process – Option 3

- **Agency is responsible for providing its own validated data set to be uploaded to MORRIS**
  - Data should maintain the same format as the download file for consistency
  - Data should include complete unique identifier fields
  - Once uploaded, the data will be assumed to be "validated"

Inventory Validation Process

- **Validated data will be "locked" as validated in the TBI in MORRIS**
  - Users can "unlock" validated data, if additional changes are needed
  - By validating the data, an Agency accepts ownership for that inventory item

- **Agencies may also encounter data sets that are unknown**
  - MORRIS will allow Agencies to identify these data sets
  - Agencies should work with GSA to resolve

Next Steps

- **What can Agencies do now to prepare for validation?**

  - **Become familiar with TBI template**
  - **Collect inventory data**
  - **Develop an approach for inventory validation**
  - **Identify resources to conduct validation**
  - **Request MORRIS user accounts**
  - **Be prepared to begin validation in Oct 2006**