Committee Management User's Group (CMUG)

Meeting Date:	March 19, 2003
Time:	1–3:30 p.m.
Location:	Rockledge 2, Room 6087
Advocate:	Anna Snouffer
Analyst:	Krishna Collie
Next Meeting:	April 16, Wednesday, 1–4 p.m., Rockledge 2, Room 6087

Action Items

1. (All) Send names of possible testers for the March-to-July pilot to both Anna Snouffer and Krishna Collie.

2. (Krishna Collie) Change terminology "Generate Roster (GenRos)" to "Release Roster (RelRos)" throughout the CM Web module.

3. (Krishna Collie) Investigate the issue of "in-progress" data that should have been uploaded.

4. (Krishna Collie) Present the CM Web Requirements List for the July release at the next CMUG meeting.

5. (All) Should anyone see any problems with incorrect data, contact the Help desk.

6. (Anna Snouffer) Check to see who can change personal information in the Person Module, e.g., addresses.

7. (Krishna Collie) Provide list of superusers for each IC to CMUG.

March Release Update

CM Web Pilot User Meeting—All CM Web pilot users will meet on Thursday, March 20, to discuss their reaction to the CM Web module and the use of calling Oracle Web Forms (Person Module) so that we can report the impact of using this technique to the Architecture group. The Person Module now is undergoing the initial analysis for redesign. This impacts the CM Web module because it is designed to interact with the Person Module in the new J2EE architecture. As a stopgap, the CM Web can continue to use Oracle Web Forms. At this meeting, the issues regarding Oracle Forms will be discussed to see if their use will be acceptable until the Person Module is released.

Deployment Highlights—Krishna gave an overview of the March deployment. Besides all the previously identified bugs being fixed, he was pleased to announce that the Chairgrant issue that has plagued Kate Whelan has been fixed.

Travel Vouchers—The community will be informed when the new Travel Order System (GELCO) is operational and its impact on end users. The user community will receive the steps it needs to take for the IMPAC II/GELCO interaction. The IMPAC II voucher number will be used for all Travel Orders and will be the key identifier that links data from IMPAC II

to travel orders. It was suggested and agreed to add voucher numbers to the Meeting Roster Report under the address field.

Lockout Dates—OFM annually asks Krishna for a report listing all checks cashed for the year. This has been a problem because lockout dates have not been enforced. They now will be enforced.

Bugs from training sessions—There was excellent feedback from the training sessions. All bugs that were identified during these sessions were fixed for this release.

Pilot Testing—Krishna said that he would like to increase participation in pilot testing for Phase 1 and 2, Rosters/Meeting Functionality and Reporting. The pilot runs from deployment in March through deployment in July. Send possible pilot user names to both Krishna and Anna Snouffer.

Action: **(All) Send names of possible pilot testers for the March-to-July pilot to both Anna Snouffer and Krishna Collie.**

Suggestions and Issues

GenRos to RelRos—A suggestion was made that the terminology "Generate Roster" be changed to "Release Roster" to be more descriptive and to match the terminology in Peer Review.

Action: **(Krishna Collie) Change terminology "Generate Roster (GenRos)" to "Release Roster (RelRos)" throughout the CM Web module.**

Uploads—The lock for uploads has not been put in yet. Schedule dates are in but not to the beginning of the year. Consequently, when meeting data is uploaded with an earlier date, it is automatically tagged with an "I" for "in progress" but it is not uploaded. Since the system is data-driven, the lack of a date can cause the upload to hang in limbo.

Action: **(Krishna Collie) Investigate the issue of "in-progress" data that should have been uploaded.**

Phase 3 Requirements

Krishna announced that the Federal Record Notifications (FRN) and the Nomination Process will be prepared for deployment in Phase 3. The cycle will proceed as the previous ones, with weekly CMUG meetings to gather requirements, a JAD, use cases, prototypes and etc. All users will be able to attend CMUG meetings and provide input into determining the requirements. Krishna will need experts in the two areas of focus to participate in the JAD. During the process, the group will look at the process—tapping in on institutional knowledge of participants—requirements and prototypes. It is important that the old processes not be transferred carte blanche. This would defeat the purpose of streamlining processes to take advantage of the benefits of electronic, Web-enabled processing.

Krishna noted that, although the focus for FRN and Nominations is CM, there may be other areas that use these functions. If so, he would like to include people from those areas on the JAD.

The schedule for Phase 3 is as follows:

Timeframe	Action
April–May	Weekly JAD meetings to determine requirements
June	Finalize requirements, use cases
July–August	Build the module
October	Release the pilot for testing

July Release

Action: **(Krishna Collie) Present the CM Web Requirements List for the July release at the next CMUG meeting.**

Table Talk

Availability Codes—It was the consensus that the availability code was rarely, if ever, used but that it could be made more useful. More codes might be made available, such as codes for *deceased* and *teleconference only*. The group agreed that a "deceased" code should be available and, should it be activated, pop-up notes should appear when someone opens the person's record that states that the person is deceased. This would eliminate humiliating cases where deceased Reviewers are assigned to meetings.

Collapsed Profiles—Results of collapsed profiles are causing incorrect data. For example, a check listed on the monthly check report showed a check written for the wrong person. All other data in the records showed the correct person, but somehow, when the Profiles were collapsed by Data Quality to clean up the records, names changed in one place in the record were not changed in another resulting in incorrect output.

Action: **(All) Should anyone see any problems with incorrect data, contact the Help desk.**

Action: **(Anna Snouffer) Check to see who can change personal information in the Person Module, e.g., addresses.**

Action: **(Krishna Collie) Provide list of superusers for each IC to CMUG.**

Attendees

Campbell, Bonnie (AHRQ)

Carter, Melvin (NICHD)

Cecil, Christy (NIMH)

Collie, Krishna (RN Solutions)

David, Tracey (CSR)

Fonville, Olaf (NIDDK)

Grabner, Caroline (NHLBI)

Jenifer, Tiffany (NCI)

Kemmerle, Donna (NIDCD)

Nuss, Mary (NIAID)

Reid, Cikena (NINDS)

Scibek, Caro (CSR)

Seppala, Sandy (LTS/OCO)

Sinnett, Everett (CSR)

Snouffer, Anna (OD)

Valeda, Kathryn (NHLBI)

Vilensky, Zenia (NCI)

Scott, Nina (OF/OFACP)

Baum, Carolyn (NIDCR)

Walker, Traci (NIDCR)