



## eRA Project Team Meeting Minutes

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**Date:** Tuesday, April 22, 2003  
**Time:** 9:00–11:00 a.m.  
**Location:** Rockledge 2, 9100/9104  
**Chair:** Jim Cain

**Next Meeting:** Tuesday, May 13, 9:00 a.m., Fernwood 2C21/2C23 (note location)

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### Action Items

1. (All) Review the attached requirements list and inform the Project Management Office of any concerns via an e-mail to Alastair Thomson at [ThomasoA@od.nih.gov](mailto:ThomasoA@od.nih.gov).
2. (Scarlett Gibb, Donna Frahm) Have CCB meeting agendas and results posted on the eRA website.
3. (Donna Frahm) Provide summary of CCB approved changes to release functionality (both additions and deferrals) at each Project Team meeting.
4. (Jim Cain, Steve Hughes) Provide status updates of the load balancing project at each Project Team meeting through deployment.
5. (Jim Cain): Provide update at next Project Team meeting on progress made to address production performance issues.
6. (All) Spread the word about the eRA Symposium to be held on April 30.

### Attachments

- ❑ NCI's Paylist Application (Steve Hazen):  
[http://era.nih.gov/Docs/NCI\\_Paylist\\_Application\\_04-22-03.pdf](http://era.nih.gov/Docs/NCI_Paylist_Application_04-22-03.pdf)
- ❑ Detailed Requirements for Summer Release (Donna Frahm):  
[http://era.nih.gov/Docs/July\\_2003\\_Scope\\_04-24-03.pdf](http://era.nih.gov/Docs/July_2003_Scope_04-24-03.pdf)

### NCI Extension System for Paylist

*Steve Hazen*

Steve Hazen, the Extramural Financial Data Branch Chief at NCI, presented the NCI Paylist Application extension system. He introduced two members of his team, Vance Hudgins and Carol Smith, who are both integral to the project. The NCI Paylist Application was originally deployed in February 1999 after the design and development of the NCI extension database. The design followed the established paper process in a client/server application format. Although the team continues to update the client/server version, they are starting a requirements analysis to redesign the system into a Web-based suite of applications that will permit electronic approval for all modules and will eliminate gaps in approval modules.

Steve walked the Project Team through a series of screen shots that illustrated the following key topics (full presentation with screen shots is attached above):

- ❑ How to Search to Get the Playlist You Want
- ❑ Administrative Coding for the Whole Playlist at One Time
- ❑ The Electronic Playlist as Seen by Program Staff
- ❑ Certification/Approval Process
- ❑ Requesting Money for an Exception

Following the presentation, Jim Cain pointed out that although the functionality presented is currently outside of the eRA project, it is integral to running an IC. The Playlist system is a great example of a working solution that may be leveraged by other organizations as HHS Operating Divisions (OPDIVs) look to standardize and combine systems. Jim noted that eRA is currently in discussions with CDC regarding their potential use of eRA systems and that CDC wants a Playlist module as part of their solution. Although business processes vary between institutions, there is a great deal of overlap in requirements.

## Detailed Requirements for Summer Release

*Donna Frahm*

Donna reviewed the approved requirements lists for the Summer release. There is still some fine-tuning in progress for CRISP on the Web, Sub-Projects, and Web QT, but otherwise the attached document should reflect approved functionality enhancements. Donna noted that all the requirements have been entered into Requisite Pro and are organized by subsystem (e.g., CM, CRISP). This is a significant project management improvement that will allow the team to track functionality against requirements going forward.

**Action: (All) Review the attached requirements list and inform the Project Management Office of any concerns via e-mail to Alastair Thomson at [ThomasoA@od.nih.gov](mailto:ThomasoA@od.nih.gov).**

Jim Cain and Donna informed the Project Team that the outlined requirements reflect the maximum capabilities of eRA resources and there is little, if any, margin for additional functionality or maintenance changes. Requests for additional changes will be funneled through the Configuration Control Board (CCB) meetings, which are held on Thursdays at 9:30. Given the resource constraints, each CCB request will be heavily scrutinized and requesters should be prepared to answer the question “What other functionality are you willing to give up in exchange for your request?”

**Action: (Scarlett Gibb, Donna Frahm) Have CCB meeting agendas, locations, and results posted on the eRA website.**

**Action: (Donna Frahm) Provide summary of CCB approved changes to release functionality (both additions and deferrals) at each Project Team meeting.**

## Load Balancing Update

*Jim Cain*

Jim informed the team that the hardware required to provide load balancing for external users has been installed and the eRA team has begun the verification stage of the project. Jim said the

project is proceeding on schedule and the eRA team is cautiously optimistic regarding a deployment in the third week in July.

**Action: (Jim Cain, Steve Hughes) Continue to provide status updates of the load balancing project at each Project Team meeting through deployment.**

## Performance Issues Discussion

*Jim Cain*

Jim indicated that a significant number of performance issues have been brought to the attention of the eRA team (e.g., GCM, Batch Assignment Module, R&R Reports, QuickView Person Queries). Although the team has tried to handle these issues as they come in, the effort has been secondary to new development and progress in addressing the issues has been slow. Due to the number and complexity of the current performance issues, Jim would like to place a greater emphasis and more resources on addressing performance problems. New functionality is wonderful, but must be built on a solid foundation. The Project Team agreed that addressing performance issues should take a higher priority, knowing that the trade-off may be reduced functionality in the next release. However, the Project Team wanted to be informed, if and when, such trade-offs were made. Jim will be pulling together a cross-functional team to perform root-cause analysis on production issues. Once the team has a chance to assess the situation, Jim will be in a better position to discuss the impact this effort will have on deliverables for the next release.

**Action: (Jim Cain) Provide update at next Project Team meeting on progress made to address production performance issues.**

## General Discussion

*All*

Wally Schaffer introduced Rick Ikeda and Barbara Huffman who will be the new Training Activities Advocates.

All Advocates are encouraged to promote the Third Annual eRA Symposium, Progress in Program: Tying It All Together, to be held on April 30 in the Natcher Conference Center.

**Action: (All) Spread the word about the eRA Symposium to be held on April 30.**

## Attendees

Bradley, Eileen (CSR)	Erickson, Bud (NCI)	Hazen, Steve (NCI)
Caban, Carlos (OER)	Fitzgerald, Steve (RN Solutions)	Hudgins, Vance (NCI)
Cain, Jim (OER)	Flora, Carla (OER)	Huffman, Barbara (NIAID)
Colbert, Penny (OD)	Frahm, Donna (OER)	Hughes, Stephen (OD)
Collie, Krishna (RN Solutions)	Ghassemzadeh, Ali (OER)	Ikeda, Richard (NIHMS)
Copeland Sewell, Zoe-Ann (OER)	Goodman, Mike (OER)	Martin, Carol (NHGRI)
Cox, Michael (OER)	Hann, Della (OER)	Morton, Larry (OER)
Cummins, Sheri (LTS/COB)	Hausman, Steve (NIAMS)	Panniers, Richard (CSR)
		Pasquina, Joe (PSGS)

Pearson, Johnnie (Z-Tech)	Seppala, Sandy (LTS/COB)	Soto, Tracy (DEIS)
Pollara, Victor (OD)	Shingler, Felicia (OER)	Tucker, Jim (OER)
Porter, Yvette (OER)	Silver, Sara (Z-Tech)	Van Brunt, Virginia (LTS)
Ratnanather, Chanath (Z-Tech)	Sinnett, Everett (CSR)	Williamson, Mary Ann (NIDCR)
Sachar, Brad (Oracle)	Smith, Carol (NCI)	Zucker, Sherry (DEIS)
Schaffer, Wally (OD)	Snouffer, Anna (OFACP)	