



Committee Management User's Group (CMUG)

Meeting Date: April 28, 2004, Wednesday
Time: 1:00–3:00 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Analyst: Sophonia Simms
Next Meeting: May 26 (4th Wednesday), 1–4 p.m., Rockledge 2, Room 7111

CM Web URL: <http://apps.era.nih.gov/cm/>

Action Items

1. (David Clary) Report on recommended changes to the Meeting Locations list at the May meeting.
 2. (All) Send all Meeting Location list errors to Anna Snouffer (e.g., space before first word).
 3. (Anna Snouffer) Check to be sure that the Sort function for the Meeting Location list works properly.
 4. (Anna) Check to see if Modification 14700/1, “Mail Reviewer” on screen in place of “Teleconference,” was done and notify Sophonia.
 5. (All) Send the meetings where someone attended for part of the meeting and the System would not accept the partial time to Anna.
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Introductions

Sophonia Simms introduced Michael Martin, who is the new requirements analyst for CM. Michael and Sophonia will work closely together with the Anna and David as well as this group on CM issues.

Proposed SREA Changes

Anna Snouffer reviewed some of the issues regarding SREA data. A small group looked into the entire process, particularly the area of data for OFM. Among several issues, they found that IMPAC II does not always pick up the correct data, the 8-day deadline for confirming data doesn't work, and some checks are being overwritten.

To address these issues, the group made the following proposal: the eRA System would automatically pick up the data itself and convert it into a file (to be dated, for example, April2004). This file would then be available at any time (no 8-day window). The group has written some of the basic requirements for this change and will present them at a later date.

Meeting Locations

David Clary reported that there is a small group evaluating the current list of meeting locations. They are looking at how often a site is accessed throughout the year, which sites are used often but are not on the official list, and which sites should remain on the list. He will make a report on recommendations at the May meeting.

Action: (David Clary) Report on recommended changes to the Meeting Locations list at the May meeting.

The group noted that there are other errors on the list, notably some entries with a space before the first word so that it doesn't sort properly or respond to searches.

Action: (All) Send all Meeting Location list errors to Anna Snouffer (e.g., space before the first word).

Action: (Anna Snouffer) Check to be sure that the Sort function for the Meeting Location list works properly.

CM Web Update

Sophonia Simms reported on the status of CM Web. She distributed the following table, which lists new incidents, modifications (changes to features that already exist) and new requirements. She will bring an updated table to each meeting, and promises to have most of the Target Release Dates filled in by the next meeting.

The table has been modified for the minutes. The Target Release Date column, which was empty in the handout, has been changed to Comments. The Comments column contains comments made during the meeting.

ID	Description	Status	Severity	Comments
Incidents				
18053	OFM Upload Data Transmission—Errors in Check Upload	Analysis	1—Critical	Some checks were uploaded but some were not. They are investigating why.
17624	Check Register Summary Report Grand Total Amt and Page No. exceed space allotted	Verified	0—Blocker	Fix should be released around May 1.
15544	Problem identifying a SEP member as a chair in CM Web	Test	3—High	This is in test. It should be release soon.
15533	Travel costs not populating in CM since NBRSS	Analysis	1—Critical	Researching data to track down the issue.
Modifications				
14700	CM Voucher Report Modification—NIH-1715	Assigned to Developer	4—Medium	

	1 .If the person's attendee role is Mail Reviewer, then print the words "Mail Reviewer" in the same place the voucher now prints "Teleconference".			This item was done but no one was notified. Action: (Anna) Check to see if Modification 14700/1, "Mail Reviewer" on screen in place of "Teleconference," was done and notify Sophonia.
	2. If the person's attendee role is Mail Reviewer, change the text that states the reviewer is entitled to "\$200/per day" to "\$100/per day".			Does not change automatically to \$100/per/day.
17415	Addition of Addresses to Meeting Location and Phone No. Update	Completed	2—Very High	Done.
New Requirements				
	CSR Travel Data Interface to IMPAC II	Requirements Complete		This is regarding CSR World Travel Service data. Once the requirements are done, they will be submitted to the developer, who will determine the level of effort. When that has been established, the requirement will be submitted to the Change Control Board (CCB). If it is approved, it will be given to the developers to begin work.
	New Process for OFM Upload Transmission	Preparing Vision Statement		This is a new SREA process.

The group agreed that travel and hotel rates must be changed in the system as soon as GSA releases a new schedule. This is a high priority.

Table Talk

Conversion Schedule—No definitive dates for the completion of the conversion of CM to the Web version have been set.

Partial-Time Attendance Data—It was reported that there have been problems trying to mark a one-day participant in a two-day meeting. When people change the duration to one day, it looks like it is changed but it goes back to the default of the entire meeting duration when you return to the screen.

Action: (All) Send the meetings where someone attended for part of the meeting and the System would not accept the partial time to Anna.

Helpdesk—It was reported that a GTA called the number for the Helpdesk shown on the bottom of the CM screen. The person who answered the call did not seem to have much knowledge of CM or Commons issues. It was explained that the Helpdesk has been going through many changes, including hiring more people and extending the hours of coverage. The group made the following suggestions for improving help for CM issues:

- Make the list of Superusers more readily available, e.g., a link in the system itself
- Provide Helpdesk staff with the list of Superusers, or, at the least, a link to the list's location on the Internet
- Provide training to Helpdesk staff regarding CM and CM Web

Social Security Numbers—Since January 1, there have been several instances of missing social security numbers, when the numbers previously had been in place. This is a serious error, especially since the social security numbers are necessary when monies are expended for meetings. It was agreed that this issue should be pursued.

Attendees

Campbell, Bonnie (AHRQ)	Linn, Ruth (NINDS)	Scibek, Carol (CSR)
Cecil, Christy (NIMH)	Manouelian, Denise (NIDDK)	Seppala, Sandy (LTS/PCOB)
Clary, David (OD)	Martin, Michael (OD)	Simms, Sophonia (OD)
David, Tracey (CSR)	Nuss, Mary (NIAID)	Sinnett, Everett (CSR)
Grabner, Caroline (NHLBI)	Reid, Cikena (NINDS)	Snouffer, Anna (OD)
Kemmerle, Donna (NIDCD)	Rustin, S. Lisa (NCI)	Valeda, Kathryn (NHLBI)
Lee, Hing (NCI)		Whelan, Kate (NIMH)