eRA Project Team Meeting Minutes

Date:	Tuesday, November 25, 2003
Time:	9:00–10:40 a.m.
Location:	6700 B Rockledge, Room 1205
Chair:	JJ McGowan

Next Meeting: Tuesday, December 9, 9:00 a.m., 6700 B Rockledge, Room 1205

Action Items

1. (Project Team) Submit any recommendations for an interim project manager to JJ McGowan via email.

Attachments

- ❑ Roadmap Overview (JJ McGowan): **http://era.nih.gov/docs/RoadmapOverviewProjectTeam112503.pdf**

- ❑ Dashboard (Dave Songco): **http://era.nih.gov/docs/Dashboard_Overview.pdf**

- ❑ FY04 Annual Planning Update (Paul Markovitz): **http://era.nih.gov/docs/Fy04eRAAnnualPlanUpdate-1.pdf**

Project Report

JJ McGowan

JJ spoke to the team about his recent briefings with Dr. Zerhouni, NIH director, and Richard Turman, associate director for budget/OD. He noted that there was particularly strong support for Knowledge Management (KM). Rick Turman, viewed it as a valuable enterprise-level initiative. Mr. Turman is heavily involved with coding systems and disease reporting for Building 1. He has asked for a follow-up meeting to discuss in further detail how KM could be used as an analytical tool from a budget perspective.

JJ's briefing with Dr. Zerhouni, covered several items. Concerned about overruns in NIH Business and Research Support System (NBRSS) and clinical center projects, Dr. Zerhouni is looking at how much money is going into these and other similar projects and whether they have the proper governing structure to meet defined schedules and budgets. JJ reviewed how the eRA project uses baseline costs, function-point analysis, and voucher-to-actual cost comparisons to track project progress. He noted that the eRA project remains on schedule and within budget.

Discussions regarding key personnel were postponed for a future meeting to include Dr. Norka Ruiz Bravo, NIH deputy director for extramural research.

Dr. Zerhouni, with an eye on business process improvements, also saw great potential in KM. JJ explained how KM could be used to speed up the referral process from a month to a day. He also explained how KM could be used to build bibliographic information to update profiles. Dr. Zerhouni was very enthusiastic regarding KM and how it could be used across the NIH.

JJ took part in a meeting with Dr. Norka Ruiz Bravo, Al Graeff, Cliff Lane, Chick Leasure, Colleen Barros, and John Gallin to discuss enterprise projects and changes that will occur over the next few months. JJ reported the Steering Committee will be abolished in its current form. Changes in the Independent Verification and Validation (IV&V) structure are expected. Although eRA already has technical and business IV&V contracts in place, some modifications in make-up and reporting may take place.

The project management status for eRA remains under review. The plan currently being considered would include a full-time project manager reporting to the functional business owner and housed in their organization. This does not exclude the possibility of having someone from an IC come in and provide a similar role to what JJ has provided. JJ has suggested that if a Project Manager is not assigned by his departure date of December 9, that a member of the Project Team should assume the role in an interim capacity.

> **Action: (Project Team) Submit any recommendations for an interim project manager to JJ via email.**

JJ noted that it is a very fluid time for the NIH. It was announced at the Extramural Program Management Committee (EPMC) that several working groups have been established to look at how policy decisions are being made. Lore Anne McNichol will chair the group looking at models for how to structure new functional committees and what role they will play. JJ is part of that group. JJ will also be part of a new extramural policy committee, chaired by Steve Straus with Dr. Norka Ruiz Bravo as co-chair. For Information Technology (IT), Larry Tabak and Al Graeff will co-chair the new IT working group, which will address NIH IT governance.

Roadmap Overview

JJ McGowan

JJ provided an overview of the NIH Roadmap in response to requests for clarification from the team.

The NIH Roadmap has three core themes:

- ❑ New Pathways to Discovery (e.g., bioinformatics, nanomedicine)
- ❑ Research Teams of the Future (e.g., high-risk research, interdisciplinary research)
- ❑ Re-engineering the Clinical Research Enterprise (e.g., multidisciplinary clinical research career development program)

The Roadmap includes 26 initiatives including 16 extramural initiatives in development of which nine are currently published and "on the streets." Of the initiatives, key personnel and co-investigators will have the greatest potential impact to eRA.

Additional information on the Roadmap can be found in the attached presentation and at www.nihroadmap.nih.gov.

NIH Management Dashboard Overview

Dave Songco

A Dashboard provides "gauges" to assess scientific, financial, and administrative performance supporting management-level decisions. The NIH Management Dashboard is intended to provide:

❑ Overview of critical managerial process indicators

❑ Access to underlying data in multiple systems

❑ View of NIH-wide information

Dave Songco reviewed how the NIH Management Dashboard evolved from request through pilot. He discussed the process of identifying and interviewing key subject matter experts, identifying appropriate data sources, and defining critical measures to be tracked. He then walked the team through the Dashboard prototype, demonstrating how measures are displayed.

Dave explained that the current focus of the Dashboard is to provide an executive information system. There are 14 measures in the prototype and 49 other potential measures have been identified. The Dashboard team has used a strategy of incremental development to provide a useful tool early and to build on its flexibility to increase functionality.

There is potential for the Dashboards, with role or IC-specific information, to be used throughout the enterprise; however, this push would need to be driven by the user community.

See attached presentation.

FY04 Annual Planning Update

Paul Markovitz

Paul provided an update on the FY04 annual planning process. He reported that, as usual, the first cut of the candidate work list had about triple the amount of work that can be done in a year. Through a lot of prioritization based on Project Team retreat prioritization results, OMB goals, and other inputs the team now has a more realistic and manageable list. Final budget and scheduling analysis against that list is pending. Paul reports that there are still some tough choices ahead.

Paul shared the results of the Project Team Retreat prioritization exercise:

1. Electronic Receipt (eNAP, NRSA, resubmissions, CGAP enhancements)

2. J2EE Migration

3. Commons Expansion

4. eRecords Management

5. Workflow (eRequest-901, ARA; eNotification; cross-business area communication, annotation of files)

6. Virtual Organization Layers

7. Co-Investigator & Key Personnel
   Single Sign-On

9. Contract Data added

10. Grants.gov

11. eRA across business areas

12. Knowledge Management

13. OPDIV Integration

14. IRDB Redesign

15. Real-time Budget Data with ATRS, NBRS

16. Enhance CRISP-like Functionality

17. OLAW System Integration

Paul walked the team through a series of slides that demonstrated how strategic and performance OMB goals related to the retreat priorities and how they were translated into work tasks for the coming fiscal year.

See attached presentation.

General Discussion & Announcements

❑ Scarlett Gibb introduced Pam Williamson, the new IV&V Project Manager from Perot Systems Government Services.

Attendees

Anderson, Mike (IBM)

Austin, Patricia (OER/COB)

Burns, Amy (LTS/COB)

Collie, Krishna (RN Solutions)

Cox, Michael (OER)

Cummins, Sheri (LTS/COB)

Diggs, Lana (OER)

Frahm, Donna (OER)

Gaines, Patti (OER)

Gibb, Scarlett (COB)

Hahn, Marcia (OER/OPERA)

Hausman, Steve (NIAMS)

Khramkova, Tatiana (IBM)

Kinley, Teresa (CDC)

Lederhendler, Israel (NIMH)

Liberman, Ellen (NEI)

Lynch, Peggy (IBM)

Markovitz, Paul (OER)

McGowan, JJ (NIAID)

Morton, Larry (OER)

Moyer, Skip (AHRQ)

Nicholas, Heather (NICHD)

Sachar, Brad (Oracle)

Seppala, Sandy (LTS/COB)

Shingler, Felicia (OER/COB)

Siegert, Mark (OPERA)

Silverman, Jay (NGIT)

Smeder-Douglas, Pam (Booz Allen)

Snouffer, Anna (OD/OFACP)

Songco, Dave (NICHD)

Thallur, Podmaja

Tucker, Jim (OER)

Walker, Catherine (OER)

Williamson, Pamela (Perot)

Wilson, Mike (NGIT)

Zucker, Sherry (DEIS)