Committee Management User's Group (CMUG)

Meeting Date:	August 20, 2003
Time:	1:00–4:00 p.m.
Location:	Rockledge 2, Room 6087
Advocate:	Anna Snouffer
Analyst:	Krishna Collie
Next Meeting:	September 17, Wednesday, 1–4 p.m., Rockledge 2, Room 6087

Action Items

1. (Kay Valeda) Send a description about the extra comma in a list of degrees to Krishna Collie.

October Release

Krishna told the group that after the requirements were submitted for the October release, the entire project had to be down-sized. Therefore, there is a reduced scope for the CM Web. The following items were deferred to a later release:

- Federal Release Notices

- Personnel Forms

- Low-priority CM Web enhancements

However, the following items will be released in October:

- Password aging, required in all modules

- Voucher Number Report—will modify an existing report to add the voucher number.

- High-priority CM Web enhancements

- OFM fix in the client-server module

Password Aging—This is a key security requirement, particularly in these times of computer hacking and break-ins. Computer thieves only need one or two entries to a system to wreak havoc, as can be seen by the recent invasion of computer viruses and "worms." Therefore, this requirement will be built into the module.

Voucher Number Report—The eRA System assigns travel voucher numbers that must be entered into the DelPro system. Krishna said that they are modifying one of the current reports to generate a list of travel vouchers, which can serve as a resource for entering these number into the DelPro system.

Enhancements—Krishna distributed CM Web screen shots and asked for input regarding them.

Screen	Comments
CM Add Meeting	For the listing of items in the center of the screen, the group agreed that they should remain in alpha order, but that two of the most-used items, Grant Applications and Contract Proposals, should be in boldface.
CM Previous Committee Members	There were no changes made to this screen.
CM Select Add Attendee Option	There were no changes for options 1, 2, 3, 5, and 6.
	For Option 4, Krishna said that he will work with Sandy Seppala to rewrite this one. An initial, suggested change was:
	The Committee Staff button allows you to search/select ~~a committee staff person, currently associated~~ only the people who are affiliated (need new word here) with the committee, to add to your roster.
	A second option, suggested by Anna, is:
	The Committee Staff button allows you to search/select a Federal staff person currently affiliated with the committee/subcommittee (i.e., Executive Secretary or Grants Technical Assistant) and add that person to the meeting roster. Affiliated in this context means the person is involved in the operation and management of the committee and included on the Federal Staff table under Committee Administration in CM IMPAC II for that specific committee/subcommittee. Contact your IC Committee Management Officer to affiliate additional Federal staff members with the committee.

OFM Fix in Client-Server Module—This fix will eliminate the bug that is causing a lock-out dates to be ignored. To be sure all data is accurate, all checks that are in the system will be uploaded to OFM in addition to fixing the bug.

August Release

The August release went smoothly. The following were part of the August release for CM Web:

- Five new reports
- SREA functionality, including the date vouchers are received by the SREA office
- Roster verification
- Enhancements as suggested by testers

Kay Valeda said that there is an extra comma in the list of degrees if more than one degree is listed.

Action: **(Kay Valeda) Send a description about the extra comma in a list of degrees to Krishna Collie.**

Attendees

Caraballo, Kim (NICHD)

Clary, David (OD)

Collie, Krishna (RN Solutions)

David, Tracey (CSR)

Dwyer, Bonnie (NIMH)

Fonville, Olaf (NIDDK)

Grabner, Caroline (NHLBI)

Kemmerle, Donna (NIDCD)

Nuss, Mary (NIAID)

Reid, Cikena (NINDS)

Seppala, Sandy (LTS/COB)

Snouffer, Anna (OD)

Valeda, Kathryn (NHLBI)

Vilensky, Zenia (NCI)