



UFMS NEWSFLASH: February 14, 2003

In this edition . . .

- 1. UFMS Initial Baseline Requirements Approved**
- 2. The Numbers Behind the Scenes**
- 3. Introducing a New Part of the Governance Structure: UFMS Change Control Board**
- 4. Main UFMS Contact Phone Number**
- 5. Farewell to Rob Curlee**

1. UFMS Initial Baseline Requirements Approved

The UFMS governance committees have formally approved the initial baseline requirements for UFMS. The Planning and Development Committee did so on February 6, and the Steering Committee followed with its consent on February 10. The Steering Committee's approval gives the UFMS team the go-ahead to begin the "fit/gap analysis." A "fit" exists when the Oracle Federal Financials software, with no enhancements, meets a requirement; a "gap" exists when the software does not support the requirement. Thank you to all of the component agencies' participants in the requirements gathering process this past fall and the validation sessions in January. Also, thanks to the dedicated UFMS team that translated the information gathered during that process into key information for global design. UFMS can only be a success because of you!

2. The Numbers Behind the Scenes

- Since the UFMS requirements identification, review and validation process began, a total of 1,538 requirements have been identified.
- More than 115 subject matter experts contributed to the requirements process, in review sessions and in business process design workshops from October 2002 through January.
- The sessions and workshops produced 216 pages of requirements and reams of material designing new business processes.
- The Initial Baseline Requirements document is 98 pages long and one inch thick.

3. Introducing a New Part of the Governance Structure: UFMS Change Control Board

Now that the initial baseline requirements have been documented, the UFMS global design process will focus on what needs to be changed in terms of software or business processes to make sure that UFMS meets the needs of HHS component agencies. The fit/gap analysis will compile the potential "gaps" in what agencies want from UFMS, and identify corresponding system design changes that would be needed to address those gaps. The UFMS Change Control Board (UCCB) – composed of functional and technical representatives from each OPDIV - will then review each request to change part of the design of UFMS. The UCCB will approve any budget-neutral changes that are deemed necessary, or if a change could impact the project's budget, the Board will recommend to the Planning and Development Committee which changes should be approved. Working closely with the UFMS Program Management Office, the UCCB will also address issues associated with the integration of NIH NBRSS and CMS HIGLAS into UFMS. The UCCB convenes in April 2003.

4. Main UFMS Contact Phone Number



The main UFMS Global Team has a new contact phone number:(301)443-4430. You can also email us at Mailbox.UFMS@hhs.gov. Directory information for team members -- including individual phone numbers -- has been updated.

5. Farewell to Rob Curlee:

UFMS Project Manager Robert (Rob) Curlee, who helped launch UFMS from its inception, has returned to his home base at CDC-Atlanta, where he will continue to support the UFMS CDC site team in addition to his other responsibilities as Director of Financial Systems in the Financial Management Office at CDC. UFMS Program Director Gerald (GT) Thomas said: "We would not have gotten to this stage of implementation without the determined, dedicated, consistent leadership and support of Rob Curlee. He has been the 'heart and soul' of UFMS."